

SUBMITTALS

The Hollingsworth Park Architectural Control Committee (HPACC) will review all submittals.

It is the responsibility of the Architect, Designer, and Builder to ensure that all buildings designed for Ruskin Square, or Surrounding Neighborhoods of Hollingsworth Park are true to the traditional architectural character and style consistent with the overall Hollingsworth Park community vision.

The Hollingsworth Park Design Guidelines were developed to assist, not limit, the architectural design of the residential units for this development. The HPACC will endeavor to assist Architects and Builders with review comments and will welcome discussion. No structure or improvement may be made until the approvals described in this document have been obtained. The HPACC represents the Master Developer and acts as liaison between the Builder and the Master Developer.

The HPACC may grant approval, approval with conditions, or deny approval. The decision of the HPACC will be communicated to the property owner within 30 days of submittal. Comments and/or suggestions of the HPACC may be clarified in either writing and/or by returning a set of appropriately marked drawings.

The HPACC does not assume responsibility for the structural integrity or safety features of the building or addition. Compliance with applicable state law, local government ordinances, building codes and/or regulations that is more restrictive than these guidelines shall take precedent. If such state laws, ordinances, codes, or regulations are less restrictive than the guidelines, then the guidelines take precedent.

The HPACC may require the submission of such additional information as may be reasonably necessary to consider any application.

Any incomplete submittal not consistent with the submittal criteria may be rejected without review.

In reviewing each submission, the HPACC may consider any factors it deems relevant, including, without limitation, harmony of external design with surrounding structures and environment. Decisions may be based purely on aesthetic considerations.

Each Owner acknowledges that determinations as to such matters are subjective and opinions may vary as to the desirability and/or attractiveness of particular designs or improvements, but in all cases the decision of the HPACC is final.

REVIEW PROCESS

The Review Process will occur in two steps, a preliminary and a final review, and applies to all construction including, but not limited to, both new construction and any alterations or additions to existing structures. Final Review shall be completed prior to construction beginning.

In the event that approval is denied during the final review process, revised documents would be required and resubmitted for approval.

The HPACC also reserves jurisdiction over all additions, alterations, or changes to any as-built property in Hollingsworth Park. The HPACC assigns professional staff to monitor construction throughout the building process. Although the HPACC does not control distribution of payment to the builder, the HPACC reserves the right to stop construction, should the construction be inconsistent with the approved contract documents. Any and all liability for damages resulting from delays, tradespersons, or any other factor shall be borne by the Builder, who shall hold the Master Developer and the HPACC or their designated assignees harmless. The Builder shall resume work as soon as possible after corrections have been made, and found to be in compliance with the approved Contract Documents. The HPACC is the final design review authority for all buildings, appurtenances, or other structures within the Hollingsworth Park Community.

APPEAL PROCESS

In the event any plans for additions, alterations or changes to any as-built property in Hollingsworth Park are declined as part of the preliminary review process the applicant may elect to resubmit the request for reconsideration (“Appeal”) under the following terms and conditions:

- An Appeal must demonstrate that there is a material difference in the scope of the project that warrants reconsideration by the HPACC.
- The applicant must include in the submittal a review fee of \$150
- The applicant will be limited to one Appeal per project submitted
- The Appeal must be in writing with supporting graphic documentation.

Major Alterations or Additions:

Applies to a structural or site modification taking place after the original construction, which is significant enough to warrant the issuance of a building permit by a governmental authority. Major alterations and additions must comply with design guidelines and be submitted for review in accordance with these guidelines.

Minor Alterations or Additions:

Applies to structural or site modifications of a relatively insignificant size or scope. Minor alterations and additions must comply with Design Guidelines, and the character of the original house needs to be submitted for review. It is best to describe your minor project to the HPACC before proceeding to ensure that a submittal is not required.

SCHEDULE OF FEES

PRECONSTRUCTION:

Design Review	\$350
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IMPROVEMENTS:

All Exterior non-structural including painting and landscaping changes	No Fee
Minimal structural change with a construction cost of <\$10,000	\$50
Structural change with a construction cost > \$10,000	\$200
Appeal of HPACC decision	\$150