

**Keswick Estate Owners Association**

**Design Review Board**

**Design Guidelines**

*Amended and Restated February 15, 2021*

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## **Introduction to Keswick Estate**

Keswick Estate is a private residential community of 675 acres nestled in the foothills of the Southwest Mountains in Keswick, Virginia adjacent to Keswick Hall and Club. The expansive acreage of Keswick Estate is known as the Piedmont region of Virginia and stretches from the base of the Blue Ridge Mountains to the fall line linking the piedmont to the coastal plain. At completion, the community will have a total of 118 residences characterized by spacious lots interspersed with beautiful natural areas of meadows, mature trees and understory plants.

Residents of Keswick Estate enjoy peaceful country living only minutes from downtown Charlottesville and an active life in the Estate with the miles of quiet roads and extensive nature trails. Residents can enjoy sharing the rolling hills and hardwood forests with abundant native wildlife such as red fox, white tailed deer, and many species of birds. In addition, Keswick Hall and Club offer many other diverse experiences and amenities to residents including an award-winning golf course designed by Pete Dye, tennis on European red clay courts, spa, fitness, swimming, 80 luxury guest rooms, and world class dining at a Jean-Georges restaurant.

## **Guiding Principles**

- To build and maintain homes of enduring value and uncompromised beauty that will complement the existing beauty of the area and retain property value for all Residents.
- All construction will be designed and built by the most capable professionals in the fields of architecture, landscape architecture, engineering and construction.
- Property owners interested in building or performing exterior renovations on homes will work closely with licensed professionals to design homes that are thoughtfully sited in order to live in harmony with the natural environment.
- In order to retain the beauty of the existing natural landscape at Keswick Estate these guidelines suggest a ‘design with nature’ approach. This means designing the home and landscaping with attention to existing conditions such as grades and wooded areas, during construction protecting existing trees and vegetation, and planting to minimize maintenance and biodiversity

### **Designing with Nature**

In order to retain the beauty of the existing natural landscape at Keswick Estate these guidelines suggest a ‘design with nature’ approach. The following are guidelines and standards for all site work required for residential construction in Keswick Estate and include grading, planting, siting of structures, and design of outdoor areas. (Designing with Nature is explained further within the Appendix section to this document)

1. Understanding and working with the existing topography

- a. Identify areas that require the least amount of clearing and grading to accommodate the house, gardens or driveway.
  - b. Minimize grading and clearing on steep slopes
  - c. If retaining walls are to be used, they should blend into the existing topography so that they are less visible.
2. Protecting existing vegetation that is to remain
    - a. Develop a comprehensive tree protection plan prior to construction and fence off critical root zones of trees to be preserved so that no disturbance or compaction occurs in this area.
    - b. All areas that are disturbed by construction activities shall be fully landscaped and repaired to reflect the dominant character in adjoining, undisturbed areas of the site.
3. Plant to minimize maintenance and increase biodiversity
    - a. The use of native plant species is encouraged, and special care should be taken to not use invasive plant species
    - b. If invasive plant species exist on site, their removal is encouraged
    - c. Landscapes that include hardy, native species will minimize the need for long term irrigation, reduce the possibility of deer browse and require less maintenance
4. Plan to eliminate soil erosion
    - a. Employ sediment control fencing or barriers during construction
    - b. Protect exposed slopes with erosion control measures and native groundcover planting
    - c. Collect rainwater for reuse where possible, otherwise runoff should be filtered by vegetation before being allowed back into the groundwater table.

### **Universal Design Parameters**

The DRB requires all owners engage a project team that includes a licensed architect, licensed landscape architect in addition to a licensed builder. As a courtesy, a list of licensed professionals that have navigated the DRB review process in the past can be obtained from the community manager at [keoamanager@gmail.com](mailto:keoamanager@gmail.com). Applicants are not required to use the companies on this list.

#### **Proximity Considerations**

- Mass and scale conformity to existing homes on adjoining lots is considered by the DRB.
- Elevations will vary:
  - within two home sites on either side of the project, or
  - within the closest three home sites immediately across the street of the project, or
  - any home sites on a cul-de-sac

#### **Keswick Estate Setbacks From Lot Boundary Line**

- Front: 75'
- Sides: 35' unless a corner lot where 40' applies to the street side
- Rear: 40'
- Rear setbacks for lot frontage adjacent to the golf course and/or lake: 60'
- Driveways - setback at least 10' from the lot boundary

- Keswick Estate setbacks apply to all improvements, structures, hardscape (including parking areas), mechanical equipment, and approved play equipment

### **Site Plan**

- The licensed building architect and licensed landscape architect team will work together to create an appropriate building footprint within the lot boundaries, siting the house in the most appropriate way.
- Siting of homes and improvements are required to maintain buffers with adjacent lots and the golf course.
- Setbacks are minimums. Care should be given to site the house so that it does not intrude on its neighbor's lots, golf course, or the community. Each lot is different and the DRB may require changes to the house siting and clearing limits based on individual characteristics of the lot.

### **Clearing, grading and drainage**

- Grading, terracing, and drainage elements are required to control erosion and not adversely affect adjoining properties.
- Culvert pipes - concrete and the top covered and the ends finished with stone headwalls.
- Swales - planted with grass or lined with river rock. Asphalt swales are not permitted.
- Trees of any diameter may be removed if they are within 35' of the building footprint (exterior wall lines) and within 10' of the proposed driveway's edge.
- Clearing, grading and drainage work may not begin until the site plan is approved by the DRB.
- Minimize grading and tree removal.

### **Floor plan**

- The DRB will require the entire home design package to be presented, including the house elevations, site plan, landscaping, hardscaping, and color three-dimensional renderings of the home as seen from the road, neighboring lots, and the Keswick Hall golf course if applicable.
- Single level estate homes must have a minimum of 3,000 square feet of heated and air-conditioned, finished living space on the main floor (not including the garage, basement, or attic).
- Estate homes that have living space above the main floor (not including the garage, basement, or attic) must have a minimum of 3,500 square feet of heated and air conditioned, finished living space with a minimum of 2,500 square feet of living space on the main floor.
- The DRB may consider projects that are of exceptional design and of the highest quality materials and approve homes of less square feet of conditioned living space.
- Multi-unit and townhome style homes are non-conforming.

### **Elevations**

- Harmonious design elements and material finishes to match the architectural style.
- Windows, doors and openings placed, scaled and detailed in accordance with the architectural style of the home.
- Masonry, stone, and other material changes to terminate on an inside corner to preserve architectural unity. The material at the main block of a building should remain consistent of all four sides.

- Design elements are incorporated to provide horizontal transitions at changes in surface materials using, water tables, cornices, small roofs, drip edges, belts or bands in a way appropriate to the architectural style.

### **Conforming Siding & Trim Materials**

- Cypress, cedar, redwood, mahogany
- Stucco - traditional, three-coat process and must incorporate design elements such as cast stone brick features, or stone.
- Brick - natural and painted
- Building natural stone
- Natural stone veneer - butt joints on corners avoided.
- Certain uses of high-quality cement board siding, boral siding, composite trim board, and composite molding may be approved. Material samples, manufacturer specifications, and other technical information need to be provided to the DRB to compare the proposed material to natural materials or other composites. For synthetic horizontal siding, only the smooth face can be used and must be painted.
- Board and batten siding may not be the primary siding material.
- 2"x6" exterior framing is required

### **Non-Conforming Siding & Trim Materials**

- Metal siding
- Decorative concrete block
- Concrete masonry unit ("CMU") except sub-surface wall
- Fiberglass, plastic or asphalt siding/cladding/coil
- Logs: except as accent and as approved by DRB
- Imitation stone and brick
- Pressure treated wood on exterior (unless clad with approved material)

### **Foundation Materials**

- Foundations - clad in natural stone, brick, or stucco (traditional, three-coat).
- Parged foundations are non-conforming.

### **Paint and stain colors**

- Traditional and subdued color palettes are preferred/encouraged for all exterior components of the home. No bright or unusual/unexpected colors (pink, turquoise, purple, etc.) will be permitted. Final color approval is determined by the DRB.
- Each applicant must submit a color board labeled for the roof, exterior walls, shutters, trims, etc. and including applicant name, paint manufacturer's name, and paint numbers. The color board segments should be of substantial size and at least 4"x6".

### **Windows**

- Window design consistent with the style of the house (for example, a colonial home with primarily double-hung windows or a French country home with primarily casement windows).

- Snap-in or any type of removable muntins is non-conforming on the inside or outside surfaces of windows.
- Simulated Divided Light (SDL) windows are permissible with the following specifications. The windows to have permanently attached grills to the interior and exterior glass. In addition, the windows to have shadow bars or spacer bars between the exterior and interior glass planes.
- True divided light windows are permissible.
- All metal clad exterior windows to have a baked enamel finish.
- Unpainted aluminum windows or similar types of storm doors are non-conforming.
- Colored, mirrored, or textured glass is non-conforming.
- Standard, factory-installed low-e glass is permitted; however additional tinting using films or other treatments is non-compliant.
- Storm doors are permitted if they are consistent with the quality and design of the primary door and the entranceway.
- Shutters to be hinged, installed with operational hardware, and sized to cover the entire window when closed.
- Wood trim around windows on the front of homes - painted and a minimum of 3 ¼” wide.
- Window casings at least 3¼” and sills at least 2½”.
- On a brick house, bull-nose brick will be allowed in lieu of 2½” wood sills.
- Trim on wood-sided houses - corner boards of 3½” minimum.
- Skylights should not be visible from the street.
- Vinyl windows are not permitted.

### **Exterior Doors**

- Main entry door - wood, steel, or a material to be specified in the design package.
- Secondary doors can be wood or a material that is clad with painted aluminum.
- High quality secondary doors made of fiberglass will be considered on a case-by-case basis.
- Vinyl doors - prohibited.

### **Awnings and Shutters**

- Awnings - fully retractable and consistent with the architectural design. Fabric, style and color submitted for DRB approval.
- Shutters - wood or high-quality composite shutters (or high quality synthetic material such as “Atlantic Shutters”), hinged, installed with operational hardware, and sized to cover the entire window when closed. A spec sheet for the proposed shutters is required to be submitted to the DRB for approval.

### **Roofs**

- Conforming roof materials include slate, Terracotta tile, ceramic tile, cedar shingles, cedar shakes, copper shingles, standing seam copper, metal standing seam
  - Simulated slate roofs are allowed but must be rated at a 50-year life expectancy.
  - Copper roofs do not have to be painted.
  - Raised seam, painted metal roofs must match trim boards so as not to stand out. Final color must be submitted for approval.
- Architectural, laminated asphalt or fiberglass shingles are nonconforming.
- Flat roofs are only permitted in transition areas where roof pitch or ridge direction changes.
- Copper flashing may be painted or left to achieve a natural patina.



- All non-copper roof stacks and metal chimney spark caps shall be painted to match the approved roof colors. Copper stacks and caps may be painted or left to achieve a natural patina.
- Gutters may be painted aluminum or copper, painted or unpainted.
- Metal chimney flues may not be visible.

### **Height restrictions and considerations**

- Height to be compatible with the site (tree canopy, topography, etc.) and in compliance with local code.
- The height maximum is 35 feet measured from the lowest adjacent grade to the rooftop. Structures with a height greater than 35 feet may be approved at the DRB's discretion and any variance shall require integration of larger mature trees in the landscape plan.

### **Chimneys & Gas Fireplace Vents**

- All chimneys, including those within the roof, to be clad entirely of brick, stone or stucco.
- Only full chimneys (from grade to above the roofline) are allowed on the exterior elevation.
- Gas fireplace "bump-outs" or "boxes" of any size or configuration are non-conforming.
- Gas fireplace vent pipes are not permitted on the front of the house or on the front portion of the roof.
- Gas fireplace vent pipes in the rear roof - painted to match the roof color or painted black.
- Gas fireplace vent pipes through any wall - flush mounted, painted to match the siding, or, if the siding is brick, painted black.

### **Fences**

- Fencing - permitted in the rear yards of homes with DRB approval.
- Fencing - consistent with the quality, design, color, and material of the home, and material samples must be submitted to the DRB.
- Fencing - designed to preserve continuity between lots and a general sense of open space in a rural estate environment.
- Fencing – must not create a sense of barricading, screening, or lot line demarcation.
- Walls, fences or coping is not allowed on any lot that adjoins the golf course.
- Walls, fences, coping, or boundary planting may not interfere with vision of drivers at any intersection of streets or roads.

### **Driveways and Garages**

- Driveways - asphalt, brownstone chip seal, tar and river stone, pea gravel, exposed aggregate concrete, natural paver stones, or an approved artificial paver.
- Artificial pavers - considered on a case-by-case basis and a sample should be submitted to the DRB.
- One driveway entrance is permitted on each lot. Driveway loops are allowed as part of the landscape plan.
- Driveway entrances should incorporate a hardscape or softscape distinguishing feature.
- Brownstone chip seal driveways require an asphalt or cobble apron where the driveway connects to the road to prevent stone migration.
- Brownstone chip seal driveways require four-course a granite cobble "rumble strip" between the asphalt apron and the gravel.

- Driveways - at least 10' from the property line.
- A minimum of two garage bays and two garage doors is required. A third garage bay and door may be smaller to accommodate a golf car.
- Garages may not face the street directly, unless appropriately screened by landscaping.
- Garage doors must be of high quality and appropriate to the architectural design. Garage doors may be made of insulated steel, wood, or fiberglass considered on a case-by-case basis.
- Carports are non-conforming.
- Street-side parking areas may not be created by extending any portion of the street pavement.
- Guest parking areas are permitted as long as there is sufficient garage parking for the residents of the home and landscape screening.

### **Exterior Lighting**

- Design details for all exterior lighting on the home, walkways, patios, decks, terraces, driveways, and within other landscape elements approved will need to be reviewed by the DRB.
- Lighting design - minimize light pollution and shining effects on neighbors.
- Subtle landscape lighting is encouraged.

### **Front walkways**

- Front walkways - positioned to allow a minimum of 8' between the walkway and the house for ground gutters and planting beds.
- Walkways - brick, stone, slate, exposed aggregate concrete, or an approved artificial paver.
- Walkways are not allowed to go to the street.

### **Solar energy systems**

- Solar energy systems ("SES") may be consistent with the design of the house and approved by the DRB.
- **Dwelling-mounted SES**
  - Dwelling-mounted SES may be permitted if the proposed SES is aesthetically pleasing and compatible with the dwelling, neighboring dwellings, the Common Areas of the Estate and meets the following criteria:
    - **Visibility** - SES and panels, along with their supporting and mounting structure or device, to be mounted in a way so as to eliminate or substantially reduce their visibility. Placement such that the SES, or any part thereof, not be visible from the front of the dwelling. Should the proposed system be visible from the street in front of the home, the owner(s) will submit alternative engineering drawings and supporting documentation showing their proposed installation for front-facing placement is the only option to achieve desired energy goals. Placement to minimize its appearance from other dwellings to the side and/or rear of the subject dwelling. Equipment (other than panels or other energy collectors), conduits or pipes should not be apparent to public view. Conduits shall be located in inconspicuous locations such as underneath the roof if possible. Water tanks for hot water systems shall be placed in a discreet location in the rear yard or in an accessory building rather than placing it on the roof.
    - **Type** – Photovoltaic shingles, tiles, laminates, glazing or panels may be used, as appropriate to the roof design. Type of collector should be selected to avoid a visual contrast between the SES and regular roofing shingles.

- **Mounting** – Installation to be directly upon the dwelling’s roof, or flush mounted with as little distance between the SES and the roof surface as possible, but in any event with no more than 8 inches between any solar panel and the roof and be mounted at an angle of not more than 5 degrees from the roof surface. Standoff mounting greater than 8 inches, frame mounting or mounting such that any panel projects above the roof ridge line shall not be permitted.
  - **Placement** – All SES to be organized into simple, rectangular or symmetrical groups, matching the shape and proportions of the roof. Attempts should be made to limit the SES to one rectangular panel section on each side of the structure. Installation on single-plane roofs is preferable to prevent a disjointed appearance. If the roof is not entirely covered with solar panels, avoid leaving small or thin portions of the roof surrounding the system. Avoid interruption of the system with rooftop projections such as vents or chimneys.
  - **Color** – The color of the SES, including any mounting brackets, frames, and trim to coordinate with the roof and roof color.
  - **Glare** – Only solar panels with non-reflective coatings can be utilized. Any exposed frames and components to have a non-reflective surface. Any residual reflection from panels, frames or components to be oriented away from neighboring windows and streets.
  - **Size** - the proposed system capacity to be no larger than necessary to meet the dwelling’s electricity or hot water needs. The Owner to submit a certification from the contractor supporting that the proposed SES energy capacity is no larger than necessary to meet the dwelling’s electricity or hot water needs.
  - **Screening** – Fencing and screening, where appropriate to the landscape of the architecture of the dwelling and roof, to be utilized to reduce visibility of the SES.
- **Ground Mounted Solar Panels**
  - Ground mounted SES not generally be permitted unless, in the sole discretion of the DRB, a ground mounted SES will be less visible from the street and neighboring dwellings than a dwelling mounted system and shall be aesthetically pleasing and compatible with the dwelling, neighboring dwellings and the Common Areas of the Estate. In no case will solar panels be allowed on the street side of the home or unscreened from street view side yards. In the event a ground mounted SES is permitted, the following criteria shall apply:
    - **Placement** - The system to be located in the overall least visible location where optimal performance can be achieved. The SES to be installed within one foot of the natural ground topography, or frames are hidden with natural material walls or landscaping with a height sufficient to limit visibility from the street and neighboring dwellings. Large arrays to be broken into separate rows or squares. The DRB will not approve installations on the front lawn, from the middle of the side of the home to the street.
    - **Color** – The color of the SES, including any mounting brackets, frames, and trim to coordinate with the dwelling color.
    - **Screening** – Fencing and screening, where appropriate to the landscape of the architecture of the dwelling, to be utilized to reduce visibility of the SES.
    - **Glare** – Only solar panels with non-reflective coatings to be utilized. Any exposed frames and components to have a non-reflective surface. Any residual reflection from panels, frames or components to be oriented away from neighboring windows and streets.

- **Size** - The proposed SES capacity to be no larger than necessary to meet the dwelling's electricity or hot water needs. The Owner to submit a certification from the contractor supporting that the proposed SES is no larger than necessary to meet the dwelling's energy needs.

### **Mailboxes**

- Mailboxes within Keswick Estate are uniform in design. The community manager at [keoamanager@gmail.com](mailto:keoamanager@gmail.com) can provide the contact information for the approved vendor for mailbox purchase or replacement.

### **Decking, terraces and walls**

- Outdoor features such as cabanas, pergolas, decks, etc. to be designed by a licensed architect or licensed landscape architect to ensure that they match the quality, design, color, and material of the home.
- Decking to be natural wood such as Ipe, mahogany, teak or similar tropical species. Exposed pressure treated wood is not conforming.
- Deck support posts -to be clad in brick, stone, or stucco.
- Decks that are visible from the street or golf course to be color stained or painted.
- The underside of decks to be screened between deck ports unless there is a walkout basement with terraces under the deck.
- Terraces and patios -to be made of brick, stone, slate, exposed aggregate concrete, or approved artificial paver.
- The exterior surfaces for exterior walls (retaining, terrace, decorative hardscaping) to be constructed of or veneered in brick or stone with a complementary wall cap, or of a material approved by the DRB.
- Keswick setback requirements apply.

### **Outdoor equipment, utilities, and containers**

- Location and appearance of all exterior equipment (HVAC, satellite TV dishes one meter or less in diameter, generators, irrigation controls, weather stations, water softeners, pool pumps, etc.) and details for screening to be provided and shown on the site plan, elevations, and/or landscape plan.
- Garbage containers to be stored outside screened from street view.
- All utilities located underground except temporary electrical service for homes under construction.
- Generators to be located where not visible and sited such that noise will be mitigated as much as possible.
- Screening, walls or landscaping to shield all utilities and equipment.
- Underground oil/gas tanks are prohibited.
- Only antennae for the following purposes are permitted:
  - receive video programming signals from direct broadcast satellites ("DBS"),
  - receive broadband radio service providers (formerly multichannel multipoint distribution service or MMDS), and,
  - receive television broadcast stations ("TVBS")
- Antennae to be placed in the least conspicuous location possible.

**Permanent Structures - Swimming Pools, hot tubs, playgrounds and courts**

- Outdoor recreation features such as swimming/lap pools, saunas and tubs, playhouses, playgrounds, and sports goals (such as affixed, glass, basketball goals) to be addressed by a licensed landscape architect in the design work to ensure that it is sited to minimize impact on neighbors and that it matches the quality and design of the home.
- Outdoor recreation features (basketball goals, playgrounds, etc.) to be sited to minimize the impact to neighbors. Approved landscape screenings will be considered by the DRB.
- Moveable recreational features or equipment to be removed from view at the end of each day.
- Aboveground swimming/lap pools are non-conforming.
- Swimming/lap pools are not permitted on the street sides of the residence.
- The elevation of the top of any swimming pool construction on any lot may not be over 2 feet above the natural grade unless integrated into terraced construction.
- Keswick setback requirements apply.

**Temporary Structures - Sculptures, birdbaths, fountains, flagpoles and other outdoor features**

- Other outdoor features visible from the street or your neighbor such as sculptures, birdbaths, fountains, flagpoles, tool sheds, doghouse, or dog runs to be approved by the DRB
- Portable play equipment that can be seen from the street to be stored in a location not visible from the street by the end of each day of use, or effectively screened by landscape plantings.
- All garbage, recycling containers, and large trash items may be placed by the roads in the evening on the day before pickup and should be retrieved by the end of the pickup day.
- Short-term use of storage containers such as “PODS” will be considered on a case-by-case basis and should be approved by the DRB in advance. Duration of use, proposed location, site details, and other factors will be considered.
- Clotheslines are non-conforming.

**Landscaping and irrigation**

- A licensed landscape architect is required to design the landscape plan.
- Native plant species are encouraged by the DRB.
- Landscape elevations are required during the final approval stage for all sides of the home visible to neighbors, street, or the golf course. Elevation scale to be the same as the building elevations, and plantings to be shown sized as installed.
- All approved landscaping to be complete prior to issuance of the KEOA-DRB Certificate of Completion.
- Trees & shrubs
  - Site plan to be approved before any work begins.
  - Trees of any diameter may be removed if they are within 35’ of the building footprint (exterior wall lines) and within 10’ of the proposed driveway’s edge; however, buffers to the adjoining lots will be considered during the approval process.
  - Any additional clearing of specimen trees (12” or larger in diameter), areas left as natural and wooded, and planting of new trees to be specifically shown on the site plan.
  - New plantings of the following size or larger:
    - shade trees (2.5” caliper)
    - flowering trees (1.5” caliper)
    - evergreen trees (7’ height)
    - evergreen shrubs spreading (18” wide)

- evergreen shrubs upright (30" height)
  - flowering shrubs spreading (18" wide)
  - flowering shrubs upright (30" height)
  - groundcovers (4" pot, 15" on center)
  - perennials (1 gallon)
- If the lot borders the golf course, additional or replacement landscaping may be required at the sides and rear of the house to minimize the impact to the golf course.
- Front and side lawns included in a landscape plan to be sodded.
- Planting beds to be a minimum depth of 6 feet (from house to yard).
- Irrigation
  - Soaker line irrigation systems are permitted in flower/planting beds.
  - Lawn sprinkler irrigation is not permitted.
  - Quick couplers - spaced in the grass areas for hand watering.
  - Owners are encouraged to utilize cisterns for irrigation water supply.
  - Wells are not permitted.
  - A backflow prevention device is required.
- The DRB encourages landscaping plans to include pollinating species, meadows and low maintenance landscapes.
- A 15' grass lawn strip adjacent to the roadway and/or mulched beds around trees is encouraged to present a uniformity to the neighborhood.
- "Natural" areas are encouraged to reduce the amount of mowing/pesticide/herbicide, fertilizer use.
- The DRB can request additional screening of real estate and homes from golfers.

## **The Application Process**

## Step 1 - Preliminary Review

- The applicant's licensed architect to contact the community manager via keoamanager@gmail.com in order to request and confirm a date for presentation.
- The Application fee is due to the community manager at least 7 days prior to the presentation.
- The applicant's licensed architect to submit the Preliminary Form A and the Concept Design Plan at least 7 days prior to the presentation, including any variance requests.
  - ✓ **Preliminary Form A**
  - ✓ **Concept Design Plans** – Landscape Concept design plans scale should be the same as the building concept design plans, and plantings should be shown sized as installed.
    - Proposed Building Concept Plan
    - Proposed Landscape Concept Plan

## Step 2 - Design Review

- The applicant's licensed architect to submit the following documents to the community manager via keoamanager@gmail.com in electronic format along with 3 full-sized copies (24"x36" or 24"x32" or 24"x48") from a printing company or the architect at least 7 days prior to the presentation:
  - ✓ Proposed site plan
    - scale 1" = 20 feet
    - show Keswick setback
    - show existing grade and adjusted grade
    - show extent and limits of clearing and undisturbed areas on the entire lot
    - show all trees 12" or greater in diameter that are to be cleared outside of 35' of the building footprint (exterior wall lines) and outside of 10' of driveways
  - ✓ Proposed landscape/planting/drainage plan
    - scale 1" = 20'
    - uses site plan as a base
    - legend or exhibit includes plant listing with sizes, species, common names
  - ✓ Proposed buildings elevations
    - scale 1/4" = 1'
  - ✓ Proposed floor plans
    - scale 1/4" = 1'
  - ✓ Proposed building sections
    - scale 3/4" = 1'
  - ✓ Proposed building details
    - scale 3/4" = 1'
    - include eave, rake, window/door trim, any unique/special conditions/elements such as columns, water tables, brackets, etc.
- Three-dimensional drawings or other renderings are encouraged but not required.
- Landscape design plans are required for all sides of the home visible to neighbors, street, or the golf course.
- The applicant's licensed architect to attend the meeting to present the information, answer questions, and discuss changes required to gain preliminary approval. It is highly recommended



that the applicant, architect, and builder attend the meeting to enable adjustments, agreement, and decision-making to facilitate final approval and avoid delays.

- The DRB will respond at the meeting by:
  - granting preliminary approval citing any changes required for “final review,” or
  - denying preliminary approval citing required changes, or
  - denying preliminary approval of project altogether.

### Step 3 - Final Review

- The applicant’s licensed architect to contact the community manager via [keoamanager@gmail.com](mailto:keoamanager@gmail.com) in order to request and confirm a date for presentation.
- The applicant’s licensed architect to submit all forms and plans at least 7 days prior to the presentation, including any variance requests.
- The applicant’s licensed architect to submit the following documents to the DRB Chair or community manager in electronic format along with 3 full-sized copies (24”x36” or 24”x32” or 24”x48”) from a printing company or the architect at least 7 days prior to the presentation:
  - ✓ **Final Form B**
  - ✓ Final site plan
    - scale 1” = 20 feet
    - show Keswick setback
    - show existing grade and adjusted grade
    - show extent and limits of clearing and undisturbed areas on the entire lot
    - show all trees 12” or greater in diameter that are to be cleared outside of 35’ of the building footprint (exterior wall lines) and outside of 10’ of driveways
  - ✓ Final landscape elevations
    - scale ¼” = 1’
    - this is in addition to the building elevation
    - depicts rendering of proposed plantings to scale within the beds surrounding all buildings; plantings to be shown sized at the time of installation
    - an overlay to the building elevation
  - ✓ Final landscape/planting/drainage plan
    - scale 1” = 20’
    - include plant listing with sizes, species, common names
  - ✓ Proposed buildings elevations
    - scale ¼” = 1’
  - ✓ Proposed floor plans
    - scale ¼” = 1’
  - ✓ Proposed building sections
    - scale ¾” = 1’
  - ✓ Proposed building details
    - scale ¾” = 1’
    - include eave, rake, window/door trim, any unique/special conditions/elements such as columns, water tables, brackets, etc.
- The applicant’s licensed architect to attend the meeting to make the final presentation. It is highly recommended that the applicant, architect, and builder attend the meeting to enable adjustments, agreement, and decision-making to facilitate final approval and avoid delays.
- The DRB will respond at the meeting by:

- approving the application citing any additional, agreed-upon changes and the following contingencies:
  - construction to commence within 6 months from the date of approval; approval expires thereafter.
  - approval fee and road fee to be paid-in-full within 10 days of final approval and before any site work begins.
  - all project elements to be entirely completed as approved by the DRB.
  - any changes to exterior elements to be specifically approved.
- denying the application and requesting additional changes and/or information needed for another review.

### **Step 4 - Review & Changes**

- The applicant’s licensed architect will notify the community manager via keoamanager@gmail.com of the following construction milestones for review by the DRB architect:
  - ✓ end of framing
  - ✓ middle of the exterior trim process with windows in place
  - ✓ completion of roofing and exterior trim work
  - ✓ completion of all work including landscaping
- The applicant’s licensed architect will notify the DRB Chair of any changes required by the locality or desired by the applicant. If there are changes, the DRB Chair will determine if the application should return to preliminary or final architectural approval stages and notify the applicant and DRB if needed. The Applicant will be responsible for any additional review fees.

### **Step 5 - Certification**

- The DRB will issue a Certificate of Compliance for improvement projects completed pursuant to the approved plans as determined by the inspection in Step 4.

**Preliminary Form A or Final Form B**  
*circle one*

<b>Identifying Information</b>	
<b>Owner Names</b>	
<b>Keswick Section / Lot Number</b>	
<b>Acreage</b>	
<b>Owner Email Addresses</b>	
<b>Owner Phone Numbers</b>	
<b>Architect Name / Firm Name</b>	
<b>Architect Contact Information</b>	
<b>Landscape Architect Name / Firm Name</b>	
<b>Landscape Architect Contact Information</b>	
<b>Contractor / Builder Name</b>	
<b>Contractor / Builder Contact Information</b>	

**Preliminary Form A *or* Final Form B (cont.)**  
*circle one*

<b>Sizing Schedule</b>	
<b>Section</b>	<b>Square Feet</b>
Primary building main floor – heating and airconditioned living space	
Primary building floors 2+ - heating and airconditioned living space	
<b>Subtotal:</b>	
Finished Basement	
Unfinished Basement	
Garages	
<b>Subtotal:</b>	
Deck and Terrace Area	
Additional Structures ( _____ )	
Additional Structures ( _____ )	
Additional Structures ( _____ )	
Additional Structures ( _____ )	
<b>Subtotal:</b>	
<b>Total:</b>	

**Preliminary Form A *or* Final Form B (cont.)**  
*circle one*

**Materials Schedule**

**Brick:**

Type	Manufacturer	Color	Location

**Siding:**

Type	Manufacturer	Color	Location

**Stone:**

Type	Manufacturer	Color	Location

**Stucco:**

Type	Manufacturer	Color	Location

**Roofing:**

Type	Manufacturer	Color	Location

**Fascia and Trim:**

Type	Manufacturer	Color	Location

**Shutters:**

Type	Manufacturer	Color	Location

**Front Door:**

Type	Manufacturer	Color	Location

**Other Doors:**

Type	Manufacturer	Color	Location

**Garage Doors:**

Type	Manufacturer	Color	Location

**Windows:**

Type	Manufacturer	Color	Location

**Chimney:**

Type	Manufacturer	Color	Location

**Exterior Lighting:**

Type	Manufacturer	Color	Location

**Decking:**

Type	Manufacturer	Color	Location

**Fencing:**

Type	Manufacturer	Color	Location

**Screening:**

Type	Manufacturer	Color	Location

**HVAC:**

Type	Manufacturer	Color	Location

**Cistern:**

Type	Manufacturer	Color	Location

**Generator:**

Type	Manufacturer	Color	Location

**Terrace:**

Type	Manufacturer	Color	Location

**Walkways:**

Type	Manufacturer	Color	Location

**Driveway:**

Type	Manufacturer	Color	Location

Attach additional pages for more materials and or supporting documents (pamphlets, pictures, etc)

## **Policies**

### **in FAQ format**

#### **What needs to be approved by KEOA Design Review Board (“DRB”)?**

All modifications or improvements to your lot, yard, or existing structures . All substantial changes to previously approved landscaping plans, landscaping, colors, or materials. Lot owners are to notify the DRB in advance of any work of any pending changes for guidance. Demolition of existing structures or clearing of lots, whole or in part. To determine if an application is needed before planning changes, please contact the DRB or community manager.

#### **Does this document contain everything that I need to know about the Design Guidelines?**

In addition to this document, owners should always refer to the recorded covenants and look to the KEOA book of policy resolutions that provide additional regulations for items that should be approved by the DRB.

#### **Is there a listing of preferred professionals that I can review as I select my advisory team?**

Yes, there is an up to date list of suggested licensed architects and landscape architects that are familiar with the KEOA Design Review Board process and guidelines and whom have been involved in previous construction projects within the Keswick Estate. For the most up to date listing please contact the community manager via keoamanager@gmail.com

#### **I purchased a home that was built prior to December 18, 1992 when the KEOA was formed. Do these guidelines apply to me?**

All homes constructed after December 18, 1992 were subject to the KEOA approval process administered by the developer and the KEOA. Any and all modifications, demolition, and construction are subject to the current guidelines regardless of the date of original construction. KEOA maintenance standards apply to all homes regardless of the date of original construction.

#### **Where do I send my application?**

Applications should be emailed to the community manager via keoamanager@gmail.com

#### **Who reviews my application?**

The DRB reviews all applications for improvements to the residential lots and common areas administered by KEOA. A review will result in an approval, a conditional approval, a denial, and/or a return of the application with recommended changes. The DRB also establishes the monetary charges imposed for the processing of applications and monitors compliance with design standards throughout the community.



### **If my application meets all of the guidelines, can it be denied?**

The Design Guidelines provide the basic design parameters for improvements. The DRB may deny or return applications for issues related to conformity to the Guidelines and completeness as well as for strictly aesthetic reasons such as inconsistency with the Guiding Principles of Design at Keswick Estate.

### **There have been several revisions or changes over the years, what version of the DRB Guidelines apply to my application?**

The most recent version of these guidelines applies to all new applications. Prior to filing a new application for approval, please contact the DRB chair or the community manager via keoamanager@gmail.com to obtain a copy of the latest revision.

### **What should be included with an application?**

Applications include the application form and supporting documentation. Applications typically include but are not limited to project description and summary, proposed timelines, site plans, elevations, contractor lists, landscape plans, engineering reports, brochures, sketches, renderings, surveys, and material samples. Ideally, the architect or landscape architect responsible for your design and presentation should prepare all components of the application.

### **How long will this take?**

The duration of review process is a function of the complexity of the project and its adherence to the design guidelines. Well-planned projects using professionals and conforming to existing standards will prevent untimely delays.

### **How often and where does the DRB meet to review applications?**

KEOA DRB meetings are held if there are applications to review or other DRB matters to discuss. Typically, meetings will be set on the 3<sup>rd</sup> Monday of the month. Information on specific meeting dates and times can be obtained by contacting the community manager via keoamanager@gmail.com

### **Can I attend the meetings?**

Yes. Applicants are encouraged to attend the DRB meetings during its consideration of their project. Further, all meetings of the DRB are open to KEOA members who wish to attend as non-participating observers.

### **What are the fees or charges? DRB is reviewing these prices TBD**

Fees or charges are subject to changes from time-to-time by the DRB. Please contact the DRB chair or community manager at the time of application to ensure that you have the up-to-date copy. At the time of this revision, the charges are as follows:

An “application charge” is due at least 7 days prior to the Preliminary Review:

- \$650 for new home plans
- \$200 for exterior renovation plans
- \$165 for addition plans less than 500 square feet

- \$500 for addition plans 500-1000 square feet
- \$650 for addition plans more than 1000 square feet
- \$165 landscaping plans for substantial projects that are not part of a new home or home addition plan (no fee is due for minor changes to existing plans)

Also, an “approval charge” is due within 10 days of approval at Final Review or before any site work begins:

- \$1350 new home plans
- \$200 addition plans less than 500 square feet
- \$600 addition plans 500-1000 square feet
- \$1350 addition plans more than 1000 square feet
- \$200 landscaping plans for substantial projects that are not part of a new home or home addition plan (no fee is due for minor changes to existing plans)
- Additional charges may be assessed for resubmissions as determined by the DRB.

Also, a “road fee” is due within 10 days of approval at Final Review or before any site work begins:

- for new home construction:
  - There is no road fee for lots purchased prior to December 21, 2004
  - \$2,000 road fee for lots purchased from December 21, 2004 up to and including June 16, 2008
  - \$3,000 road fee for lots purchased after June 16, 2008
- for building additions on existing homes regardless of lot purchased date:
  - \$500 road fee for addition plans less than 500 square feet
  - \$1,000 road fee for addition plans 500-1000 square feet
  - \$1,500 road fee for addition plans 1001-1500 square feet
  - \$3,000 road fee for addition plans above 1501 square feet

### **How do I ask for a variance to any specific guideline?**

Applicants should identify non-conforming components in their application with an explanation or additional details for consideration by the DRB. The DRB may approve or deny requests for variances on a case-by-case basis, and specific variances granted do not amend existing policy. Variance requests should be submitted in written form at least seven days prior to your presentation date.

### **Can I make changes to my design during construction?**

Plans are approved as complete projects, and all aspects of the approved project design must be completed to obtain a certificate of compliance. Any and all changes to components of the approved project to be presented to the DRB for approval. This applies to those design elements that were reviewed by the DRB, i.e. exterior finishes, windows, roof pitches, trees, etc.

### **Does my project approval expire?**

Approval will expire after six (6) months from the date of final approval if construction does not begin. If a project approval expires, the applicant should contact the DRB for renewal of the approval. The DRB may require additional charges, fees, or changes in the design elements due but not limited to changes in the charge/fee structure, changes in the guidelines, additional costs of review, or in consideration of other projects in close proximity to the subject property.

### **Is there a timeline for my construction project?**

Construction should be continuous and sufficient so that projects are completed in a predictable and timely fashion. The DRB may require owners to reapply for approval in the event of unexplained and unreasonable lengthy stoppages of work.

### **What is the extent of the DRB approval in terms of laws, codes, etc.?**

DRB review and approval is limited to the suitability of your project as it relates to the Keswick Estate. The DRB does not consider aspects of your design pertaining to safety, economy, engineering, building code, etc. The applicant is solely responsible for all aspects of the project including but not limited to:

- performance of quality work of any contractor or subcontractor;
- compliance with all laws, codes, and ordinances;
- environmental restrictions, drainage, and grading requirements and all surface and subsurface soil conditions;
- determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors, or other similar professionals;
- compliance with the Keswick Estate Master Declaration of Covenants, Conditions, Restrictions and Easements;
- accuracy of stakeouts and surveys.

### **Can the DRB revisit or alter my project's approval?**

The DRB may rescind approval and require resubmittal if it becomes aware of mistakes, errors or omissions pertaining to non-conforming design elements of your project. To prevent such errors, remember that applicants are required to carefully review all guidelines and submit variance requests for any and all non-conformities during the approval process.

### **If my project is not approved, can I resubmit later?**

If your application is not approved, you may resubmit your plans with or without changes at any time and as many times as desired. However, you must pay the application fee each time your plan is resubmitted.

## **Appendix: Designing with Nature Explained**

The overarching intent of site design at Keswick Estate relies on the minimization of damage to or removal of existing vegetation in order to provide a serene setting that cradles the home. All areas that are disturbed by construction activities shall be fully landscaped and repaired to reflect the dominant character in adjoining, undisturbed areas of the site. Revegetation includes using a mix of trees, shrubs, and groundcovers to achieve a consistent, community-wide approach to revegetation. Owners are required to revegetate disturbed areas with native plant species. These plants must be field-located in a random pattern that mimics the natural forest character as closely as possible

Responsible grading and drainage strategies are encouraged in Keswick Estate to preserve and protect the natural existing topography and its delicate drainage systems. Proposed improvement to lots should be carefully planned to avoid major alteration to the existing ecosystem and topography. Once the clearing of vegetation on the site has been completed, preliminary grading activities can proceed. Any trees to remain on site near construction activities must be carefully protected with appropriate tree protection measures. Careful thought should be given when siting a house on a lot so that the cut and fill on the site are minimized and balanced where possible. If it is decided by the lot owner and their architect that the house is to have a basement and be cut into a slope, proper drainage techniques will be necessary.

Retaining walls are intended to help reduce the amount of grading, or exposed slope, necessary and subsequently reduce the overall impact to the site. Retaining walls include any wall that retains earth two feet or more in depth. The maximum height of retaining walls in Keswick Estate is seven feet as measured from the lowest finished grade level to the top of the wall. They should be designed to blend into the existing topography. Where grade changes exceed seven feet, stepped or terraced wall structures with planting terraces are to be used. Retaining walls greater than seven feet may be approved by the DRB if the applicant demonstrates that such a design solution minimizes the overall impact to the site.

Site drainage systems should be designed so that impact to the surrounding landscape is minimized or eliminated. Pervious paving surfaces are encouraged, and wherever possible, surface runoff should be collected. Gutters should be used on homes to reduce and control runoff onto the lot. Site and roof drainage should be channeled into stormwater rain gardens when possible to filter the water and release it slowly back into the groundwater table. If the slope of the site prohibits the use of storm water rain gardens then a collection cistern is suggested. Water collected in cisterns can be re-used for washing exterior surfaces or limited irrigation. Doing so uses less potable water overall and will decrease the water consumption by the community.

Driveways often have the greatest impact on a site. Therefore, great care should be taken in their planning and design. The impact of driveways on the land can be reduced by following the existing contours of the site and meandering, or using switchbacks, around trees and other significant landforms. The length of the driveway is also an important consideration when siting a house on the lot as longer driveways will create more disturbance than shorter driveways. The owners and their design consultants are to include a schematic plan of proposed driveway locations and associated grading or walls as part of the Preliminary Design Review process. The maximum recommended slope for driveways within Keswick Estate is 10% unless otherwise approved by the DRB. The recommended width of the driveway surface is 10 feet unless otherwise approved by the DRB. Recommended paving materials include Stabilized Decomposed Granite, Porous Pavers, Chip and Seal (tan stone dust over Asphalt), and Asphalt. Low curbs such as granite cobbles or fieldstone are encouraged to contain runoff and direct it toward a drainage system. Pervious pavers are encouraged for parking and turn-around areas though gravel and loose aggregates are prohibited.

Due to the location and beautiful environment of Keswick Estate, it is important to create outdoor spaces that are well designed, low impact, and responsive to the site. The spatial organization of the residence and site should be conceived of together to promote as little demarcation between the indoors and outdoors as possible. It is important to create structures and amenities that sit lightly on the site. In general, the same architectural style that is used for the residence should be used for any exterior improvements.

The following are several guidelines for creating inviting outdoor spaces:

- Use of natural materials such as stone and wood is encouraged
- Concrete may be used provided its color and texture complements the residence and the setting.
- Extending stone flooring from inside to outside is encouraged.
- Minimize the number of differing types of materials used in construction to produce an understated and more unified design.
- Stone paving for outdoor terraces is encouraged.
- Decks that have undersides visible from the gorge or neighboring lots must be finished off or screened with planting.
- Decks or patios not connected to the residence should blend into the existing topography and vegetation.
- Ameliorate the area's climate by taking advantage of prevailing breezes and shade from existing tree canopies.
- Minimize the amount of grading required for stone steps by eliminating cheek walls and tucking the steps into the existing grade.
- Timbers, stone, and other building elements must be of an appropriate scale so as not to appear undersized or 'thin'.

Landscaping using hardy, native species will minimize the need for long term irrigation, reduce the possibility of deer browse and require less maintenance. Perennials that support pollinators like bees and butterflies are encouraged. Native warm season meadow plant species should be considered for areas that are not to be maintained as lawn or existing forest. This will reduce the amount of mowing that is required and increase biodiversity by creating ground nesting bird habitat.

A useful reference tool link is provided below to the Piedmont Native Plant Guide:

[Piedmont Native Plant Guide](#)