

# DESIGN GUIDELINES

for

**ALGODÓN MEDICAL OFFICE PARK**

at



**Issue Date: April 2008**

**Revised:**

**September, 2008**

**May, 2015**

**Prepared for**

**John F. Long Properties LLLP  
1118 E. Missouri Avenue, Suite A  
Phoenix, Arizona 85014**



## 1. INTRODUCTION

As more fully described in the Master Declaration of Covenants, Conditions, Restrictions and Easements for Algodón Center recorded on April 15, 2008, in the Official Records of Maricopa County, Arizona, Document No. 2008-0333296 and re-recorded April 16, 2008 for Exhibit correction as Document No. 20008-0337948 (the "Master Declaration"), John F. Long Properties LLLP, an Arizona limited liability partnership ("Declarant") proposes to create a Master Planned employment center to be known as "Algodón Center." For the sake of consistency, capitalized terms that are not otherwise defined in these Design Guidelines shall be given the same meanings as in the Master Declaration.

The Master Declaration establishes a common plan for the improvement, maintenance, use and enjoyment of the Common Area and Lots within Algodón Medical Office Park at Algodón Center ("AMOP") in order to enhance and protect their overall value, quality and attractiveness. Certain Lots may also be subject to Supplemental Declarations and Tract Declarations creating land use classifications specifically for that Lot, establishing permitted and prohibited uses specifically for that Lot, granting or reserving easements that are specifically required to accommodate that Lot, and imposing any additional or alternative covenants, conditions, restrictions, easements and other matters that Declarant determines will apply to that particular Lot, including the formation of any sub-associations, or assessment mechanisms for private facilities which are not shared by other Lots at Algodón Center.

These Design Guidelines include written standards, recommendations and procedures that provide a general guideline for the design and construction of Improvements at AMOP, as adopted by the Design Review Committee appointed in accordance with the Master Declaration and approved by Declarant. They are subject to changes, waivers and variances, to the extent permitted in the Master Declaration. They must be read in conjunction with the Master Declaration and any applicable Supplemental Declarations and Tract Declarations. In the event of any conflict between these Design Guidelines and any provisions of the Master Declaration or any applicable Supplemental Declarations or Tract Declarations, the provisions of the Master Declaration, Supplemental Declarations or Tract Declarations shall control to the extent of any such conflict. In addition, unless more stringent standards apply under the Master Declaration, Supplemental Declarations, Tract Declarations or these Design Guidelines, the design and construction of any Improvements at AMOP must comply with the general intent and specific requirements of the stipulations approved by the City of Phoenix in Zoning Application No. Z-19-00-5, the Development Plan for Algodón Center approved by the City of Phoenix, and all other Governmental Requirements. These documents are subject to change, and each Owner is responsible for verifying with the Design Review Committee that the Owner has the most current version.

The philosophy of these Design Guidelines is to implement the common plan of development established in the Master Declaration to promote a harmonious "park-like" character that will recall the historic use of the site for cotton farming and other agricultural activities and attract a variety of educational, recreational and employment opportunities that will benefit the surrounding community and serve as a catalyst for the sustained growth of the entire Agua Fria Freeway /Loop 101 business corridor.

## 2. DESIGN REVIEW COMMITTEE<sup>1</sup>

### 2.1 Regulation of Improvements

2.1.1 No Improvements to any Lot shall be permitted unless they are made: a) in compliance with all Governmental Requirements, the Master Declaration and any applicable Supplemental Declaration and Tract Declaration, and b) with the prior written approval of the Design Review Committee, and otherwise in accordance with the requirements of the Design Guidelines. Each Owner and Occupant agrees that no Improvement activity (Including any surveying and preliminary staking, clearing, grading or other site work and any temporary sign) shall be commenced on such Owner's Lot unless and until the Design Review Committee, as applicable, has given its prior written approval. The Design Review Committee shall have the power to adopt standard forms for use by Owners applying for approval or requesting other action under these Design Guidelines. In addition, from time to time, the Design Review Committee shall have the power to establish and assess appropriate fees in connection with the review and approval process and to establish and assess refundable completion deposits in connection with the construction process, which may be varied according to the proposed use, size and complexity of the submissions for a particular Lot, in the sole discretion of the Design Review Committee. A current standard fee schedule shall be made available upon request by any Owner or Occupant seeking to initiate the review and approval process ("Applicant"). The Design Review Committee shall have no obligation to act on any application, request or other submission until the applicable fee is paid.

2.1.2 The Design Review Committee shall have the right to disapprove any application, request or other submission which, in the good faith determination of the Design Review Committee, is: (i) incomplete or submitted without the proper form or applicable fee; (ii) incompatible with the Design Review Committee's interpretation of the requirements of Master Declaration, any Supplemental Declaration or Tract Declaration or these Design Guidelines; (iii) in violation of any Governmental Requirements; or (iv) deemed to be contrary to the best interests of Algodón Center. The criteria used by the Design Review Committee in making such a determination may include the functional adequacy of the building locations and dimensions on the Lot; the functional adequacy of the parking to be provided; conformity and harmony of external design with neighboring structures; effect of location and use of proposed Improvements on neighboring Lots including effects on neighboring operations, land uses or visual impacts and the types of operations and uses thereof; relation of topography, grade and finished ground elevation of the Lot being improved relative to that of neighboring Lots; proper facing of main elevation with respect to nearby streets; adequacy of screening of trash facilities and mechanical, air-conditioning or other rooftop or ground installations; adequacy of landscaping; and conformity of the application to the purpose and general plan and intent of these Design Guidelines. The ultimate decision of the Design Review Committee, after consideration any amendments and supplements to the original application, shall be final.

### 2.2 Effect of Approval

The approval by the Design Review Committee of any plans, drawings, specifications or other documents for any work done or proposed, or for any other matter requiring the approval of the Design Review Committee, shall not be deemed to constitute a



waiver of any right to withhold approval of a similar plan, drawing, specification or matter subsequently submitted for approval.

### 2.3 General Powers of Design Review Committee

The Design Review Committee will meet at intervals appropriate to the pace of development of Algodón Center, seeking to accommodate the diligent actions by Applicants in accordance with these Design Guidelines. A quorum for such meetings shall consist of the representative of Declarant and one other member. An alternate member appointed by Declarant in the absence of a quorum shall have the authority of a regular member. The Design Review Committee shall review all applications, requests or other submissions, subject to payment of the applicable fee by the Applicant, and promptly render a written decision to the Applicant reporting its decision and the specific nature of any objections, conditions or qualifications. The Design Review Committee shall have broad discretionary authority in interpreting and implementing the Design Guidelines. The Design Review Committee shall make reasonable efforts to apply the Design Guidelines in a fair and non-discriminatory fashion in similar situations.

### 2.4 Limitation of Liability of Design Review Committee

2.4.1 The Design Review Committee's responsibilities under this Article are limited to subjective aesthetic judgments about Applicants' submissions relating to proposed Improvements. The Design Review Committee shall not be liable in damages or otherwise by reason of any error in judgment, negligence, or nonfeasance arising out of or in connection with the any approval, waiver or variance requested by any Applicant. To the maximum extent permitted by law, each Applicant covenants not to sue and voluntarily releases any claim for damages (whether known or unknown) against Declarant and the Design Review Committee, and agrees that the sole remedy for any action or inaction by Declarant or the Design Review Committee under these Design Guidelines shall be a suit for specific performance or injunction. In addition, each Owner agrees to and does hereby defend (using counsel reasonably acceptable to the indemnified Person), indemnify and hold harmless Declarant and the Design Review Committee for, from and against any and all claims, demands, liabilities, actions, judgments, fines, penalties, costs, losses, damages and expenses (Including reasonable attorneys' fees) they may sustain in connection with or as a result of any approvals, waivers or variances.

2.4.2 The Design Review Committee shall not be deemed to have made any representation or warranty regarding the suitability, adequacy or completeness of any plans, specifications or submissions. No action or inaction by the Design Review Committee shall it be deemed an acknowledgement of compliance of any plans, specifications or submissions with any Governmental Requirements, nor an expression of opinion about the structural integrity or conformity of the design to engineering standards.

### 2.5 Variances from Design Guidelines

The Design Review Committee has the authority to grant variances from the Design Guidelines by an affirmative vote of the majority of the members of the Design Review Committee. The Design Review Committee may consider variances should circumstances of topography, layout, shape, adjacent street design, or other factors affect a particular Lot in a way that makes strict enforcement of these Design Guidelines impossible or impractical in the judgment and discretion of the Design Review Committee.

## 2.6 Written Records

The Design Review Committee shall specify the format and content of all applications for approval and of all submittals of information from Applicants (including plats, plans, specifications, drawings, samples and technical data). The Design Review Committee shall maintain appropriate records of all submittals in connection with all actions taken under the provisions of these Design Guidelines for a minimum of three years after approval or disapproval. After three years, these records may be disposed of at the Design Review Committee's discretion.

## 2.7 Enforcement

Any work done in violation of these Design Guidelines as interpreted by the Design Review Committee or the stipulations and conditions imposed by the Design Review Committee may be deemed "Non-Conforming Work". Upon written notice from Declarant or the Design Review Committee, an Owner shall stop or cure any Non-Conforming Work in the manner specified in such notice (including restoration of the Lot and/or Improvements to substantially the same condition as existed prior to the Non-Conforming Work). Should an Owner fail to do so at its sole cost within the time period specified in such notice, Declarant, the Design Review Committee or their designees shall have the right, but not the obligation, to enter the Lot, remove the Non-Conforming Work and restore the Lot to substantially the same condition as previously existed. All costs incurred (plus a 15% supervision fee) may be assessed against the Lot and collected as a Special Assessment. Each Owner shall commence construction of the Improvements as approved pursuant to this Article within the time limit established by Declarant or the Design Review Committee in its approval notification, and failure to so commence shall render the approval null and void. Once commenced, construction shall be diligently pursued to completion, and the Improvements shall be fully completed in accordance with the approved plans and specifications therefor in any event within any time limit established by Declarant or the Design Review Committee in its approval notification, and failure to so complete shall render the approval null and void. In addition to any other rights and remedies available to Declarant or the Design Review Committee under the Design Guidelines or any Governmental Requirements, if an Owner fails to commence and diligently pursue to completion any Improvements on the Lot, Declarant or the Design Review Committee, as applicable, may notify the Owner in writing and, if the Owner fails to complete such Improvements within the period specified in such notice, Declarant or the Design Review Committee, as applicable, and their respective agents and employees shall then have the right, but not the obligation, to enter upon the Lot and erect barriers to screen the uncompleted Improvements or take other actions deemed reasonably necessary by Declarant or the Design Review Committee to minimize the impact of such uncompleted Improvements on the remainder of the Covered Property, and Declarant or the Design Review Committee may assess any and all costs incurred in connection therewith against the Lot as a Special Assessment. Declarant and the Design Review Committee shall have the right and an easement to enter and go upon the Lot, and any and all portions thereof, for the foregoing purposes. It is Declarant's express intent that nothing contained in this Master Declaration shall obligate Declarant or the Design Review Committee, and their respective agents and employees, to undertake any remedial or corrective action or otherwise take affirmative actions to enforce this Master Declaration.



## 2.8 Verification of Information

All Applicants shall be responsible for verifying the accuracy of all components of any application, request or other submission, including but without limitation, all site dimensions, grades, elevations, utility locations, easements and other pertinent features of the site or plans.

## 2.9 No Waiver or Estoppel

The approval by the Design Review Committee of any Improvement on a Lot shall not be deemed a waiver of or an estoppel against the exercise of any right to withhold approval or consent for any similar Improvement on another Lot or any similar plans, specifications or other submissions with respect to any other Improvement on such Lot.

# 3. THE SUBDIVISION AND OFFSITE IMPROVEMENT REVIEW PROCESS

## 3.1 Approval

The subdivision of any Lot shall be in accordance with the Master Declaration, any applicable Supplemental Declaration or Tract Declaration and shall be as approved by the Design Review Committee. All submittals shall be provided in the format and content specified by the Design Review Committee. In preparing such submittals, Applicants shall use licensed architects and engineers who have acquainted themselves with the Project and all relevant documents. The review process begins when an Applicant submits an application to the Design Review Committee Administrator for processing. Application forms as well as information and copies of the Design Guidelines can be obtained from the Administrator at the following address:

Administrator  
Algodón Center Design Review Committee  
1118 E. Missouri Avenue, Suite A  
Phoenix, AZ 85014  
phone: 602-272-0421 x505 fax: 623-846-7208

The **Document Checklist**, an appendix to the Design Guidelines, lists the information required to be submitted for review by the Design Review Committee. Once a complete Application and the required review fee is received, the Administrator will review the submission for completeness. Applications deemed to be incomplete by the Administrator will be returned to the Applicant with an explanation of the reasons for the Administrator's action. Complete Applications will be processed by the Administrator and will be scheduled for presentation at the next meeting of the Design Review Committee. At the request of the Applicant and at the discretion of the Administrator and with the concurrence of the Design Review Committee, a special meeting may be called to consider any particular Application or applications. The Administrator and the Design Review Committee shall make reasonable efforts to accommodate any request of the Applicant for a special meeting.

### 3.2 Step 1: Pre-application Conference

The Pre-application Conference is intended to provide the Applicant and the Design Review Committee an opportunity to discuss the review process and the intent and interpretation of the Design Guidelines. The Applicant shall meet with the Design Review Committee and submit two (2) full-size copies and one (1) compact disk containing Auto-CAD and pdf formats (or provided electronically through email, DropBox or other accessible means), the proposed "sketch plan", along with other preliminary submittals required by the Design Review Committee or deemed relevant by Applicant. The meeting and documents shall address, but shall not be limited to, the following items; land use, ingress and egress, street and lot arrangements, tentative lot sizes, drainage, retention, utilities, general design standards, signage and landscaping.

### 3.3 Step 2: Preliminary Plat/Technical Review

This step involves the detailed planning of the subdivision including the review of the preliminary plat and the technical aspects of the Project. The Applicant shall present the relevant documents required by the Design Review Committee two (2) full-size copies and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats, including but not limited to the following;

#### 3.3.1 *Form A - Preliminary Plat/Technical Review*

#### 3.3.2 The Preliminary Plat

3.3.3 Survey or engineering drawings of the property showing existing conditions such as the topography, structures, trees, ditches, washes, streets, rights-of-way, utilities, size of the property, areas subject to flooding and any other features which could have a bearing on the review

3.3.4 Documents and drawings indicating the proposed conditions such as ingress and egress, layout of the streets, typical lot dimensions, designation of all lands to be dedicated for public use or for consideration for acceptance as Common Area, zoning, walls, setbacks, utilities, drainage concepts, landscaping, walls, signage, amenities, Supplemental Declarations or Tract Declarations.

The Design Review Committee shall not be bound to issue final approval by any advice, decision or approval provided during the preliminary review process.

### 3.4 Step 3: Final Plat and Construction Document Review

This step includes the submittal of the final plat and the construction documents (2 full size sets and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats), for the offsite improvements. This submittal shall include, but not be limited to:

#### 3.4.1 *Form A - Final Plat and Construction Review*

#### 3.4.2 Final Plat



3.4.3 Topographical and Boundary Survey

3.4.4 Complete construction plans and specifications for all offsite Improvements

3.4.5 Basic signage program, if determined

3.4.6 Copies of all Supplemental Declarations, Tract Declarations, and other restrictions intended to be imposed on the property.

The Applicant must request approval from the Design Review Committee for all changes to the final plat or construction documents required by the City of Phoenix prior to the commencement of construction and prior to the submittal of the record copy.

### 3.5 Step 4: Permits and Record Copy

Before construction can begin or plats recorded, one complete set of documents approved by all governing authorities and the Design Review Committee containing all required signatures for recordation shall be submitted to the Design Review Committee for their files. This submittal shall include but not be limited to:

3.5.1 Form A - *Record Copy Submittal*

3.5.2 Copy of all construction documents and final plat.

3.5.3 Copies of proposed permit applications.

### 3.6 Step 5: Changes after Start of Construction

It is anticipated that owners may wish to make Improvements or modifications to their property during initial construction or at a future date. No modification to existing construction, nor additional construction may be undertaken without prior review and written approval of the Design Review Committee; provided that minor field modifications may be made upon notice to and written consent from the Design Review Committee's designated field representative who shall have the right to monitor the progress of all construction. A request for review of the proposed modifications by the Design Review Committee, to be submitted prior to any corresponding applications to the City, must include:

3.6.1 Form A - *Change Application*

3.6.2 Site plan of proposed location of Improvements

3.6.3 Letter of intent with description of purpose of changes

3.6.4 Detailed drawings or other documents as may be necessary to illustrate and clarify the described changes

### 3.7 Step 6: As-Built Drawing Submittal

As-built drawings are required for all construction that may be permitted within right of ways, Common Areas, and retention areas (where applicable) and must be





submitted to Design Review Committee (and, if required, to the City) within 30 days of the completion of construction. As-Builts shall be submitted in the following formats: Two (2) full-size sets, 24" x 36" blackline on white bond paper and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) in CAD and pdf formats.

#### 3.7.1 Form A - *As-Built Drawing Submittal*

#### 3.7.2 As-built Drawings

### 4. THE LOT IMPROVEMENT DESIGN REVIEW PROCESS

#### 4.1 Approval

All Improvements to any Lot shall be in accordance with the Master Declaration, any applicable Supplemental Declaration or Tract Declaration and shall be as approved by the Design Review Committee. All documents shall be provided at a scale appropriate to the Project in the discretion of the Design Review Committee. Applicants shall use licensed architects and engineers who have acquainted themselves with all relevant documents. The review process begins when an Applicant submits an application to the Design Review Committee Administrator for processing.

Application forms as well as information and copies of the Design Guidelines can be obtained from the Administrator at the following address:

Administrator  
Algodón Center Design Review Committee  
1118 E. Missouri Avenue, Suite A  
Phoenix, AZ 85014  
phone: 602-272-0421 x505 fax: 623-846-7208

The **Document Checklist**, an appendix to the Design Guidelines, lists the information required to be submitted for review by the Design Review Committee. Once a complete Application and the required review fee is received, the Administrator will review the submission for completeness. Applications deemed to be incomplete by the Administrator will be returned to the Applicant with an explanation of the reasons for the Administrator's action. Complete Applications will be processed by the Administrator and will be scheduled for presentation at the next meeting of the Design Review Committee. At the request of the Applicant and at the discretion of the Administrator and with the concurrence of the Design Review Committee, a special meeting may be called to consider any particular Application or applications. The Administrator and the Design Review Committee shall make reasonable efforts to accommodate any request of the Applicant for a special meeting.

#### 4.2 Step 1: Pre-application Conference

The Pre-application Conference is intended to provide the Applicant and the Design Review Committee an opportunity to discuss the review process and the intent and interpretation of the Design Guidelines. The Applicant shall meet with the Design Review Committee and submit two (2) full-size copies and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and



pdf formats, the proposed "sketch plan", along with other preliminary submittals required by the Design Review Committee or deemed relevant by Applicant. The meeting and documents shall address, but shall not be limited to, the following items; land use, ingress and egress, street and lot arrangements, tentative lot sizes, drainage, retention, utilities, general design standards, signage and landscaping.

#### 4.3 Step 2: Preliminary Review

Prior to submittal to the City, submit two (2) full size sets and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats of the developed design to the Design Review Committee. These plans will reflect the schematic stage in the consultant's design process. All documents shall be provided at a scale appropriate to the Project at the discretion of the Design Review Committee. The design is to be presented with the relevant documents required by Design Review Committee, including but not limited to the following:

##### 4.3.1 Form A - *Preliminary Review*

4.3.2 Conceptual floor plans and all building elevations, including depictions of any roof-mounted equipment, elevator shafts and stair towers

4.3.3 Color chips, material samples, such as exterior wall materials, roofing and glazing, color photographs and product brochures, computer-generated renderings and other graphical representations

4.3.4 Architectural Site Plan - Including exterior lighting, sidewalks, employee break areas, parking, driveways, site amenities, site structures such as those used for refuse containment, locations of mechanical equipment including transformers, backflow prevention devices, vehicle maneuvering docks, trash enclosures, etc. and preliminary site drainage concept.

##### 4.3.5 Landscape Plan

##### 4.3.6 Signage Package

The Design Review Committee shall not be bound to issue final approval by any advice, decision or approval provided during the preliminary review process.

#### 4.4 Step 3: Construction Document Review

Applicant shall submit two (2) full size sets and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats of construction documents concurrent with the initial submittal to the appropriate municipalities for review. The design is to be presented with the relevant documents requested by the Design Review Committee including but not limited to:

##### 4.4.1 Form A – *Construction Document Review*

4.4.2 Color chips, material samples, Color Photographs and Product Brochures (if changes)



- 4.4.3 Topographical and Boundary Survey
- 4.4.4 Architectural Site Plan (Including, if applicable, Storm Water Retention Plan)
- 4.4.5 Site Utility Plans (Wet, Dry and Communications)
- 4.4.6 Landscape Plan
- 4.4.7 Site Paving, Grading and Drainage Plans
- 4.4.8 Floor Plans
- 4.4.9 Elevations
- 4.4.10 Materials Specifications
- 4.4.11 Signage Plans
- 4.4.12 Complete Mechanical, Plumbing, Fire Protection and Electrical Engineering Plans

Applicant must request approval from the Design Review Committee for all changes to the construction documents required by the City of Phoenix prior to the commencement of construction and prior to the submittal of the record copy.

#### 4.5 Step 4: Building Permits and Record Copy

Before construction can begin Owner must obtain permits from the appropriate entities. At least three (3) days prior to commencement of any work, Owner must submit to the Design Review Committee as a Record Copy one (1) complete full size set of the construction documents approved by the municipality, including all previous changes required and/or approved by the Design Review Committee.

- 4.5.1 Form A - *Record Copy Submittal*
- 4.5.2 Record copy of complete set of construction documents
- 4.5.3 Copy of building and other permits

#### 4.6 Step 5: Changes after Start of Construction

It is anticipated that owners may wish to make Improvements or modifications to their buildings or property during initial construction or at a future date. No modification to existing construction, nor additional construction may be undertaken without prior review and written approval of the Design Review Committee (and, if required, the City); provided that minor field modifications may be made upon notice to and written consent from the Design Review Committee's designated field representative who shall have the right to monitor the progress of all construction. A request for review of the proposed modifications by the Design Review Committee must include:

- 4.6.1 Form A - *Change Application*



4.6.2 Architectural Site Plan of proposed location of Improvements

4.6.3 Letter of intent with description of purpose of changes

4.6.4 Detailed drawings and other documents as may be necessary to illustrate or clarify the proposed changes

4.6.5 Material and color sample (preferably to match existing material)

4.7 Step 6: As-Built Drawing Submittal

As-built drawings are required for all construction within the Lot, right of ways, Common Areas and retention areas (where applicable) and must be submitted to the Design Review Committee in the following formats: submit two (2) full size sets and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats (and, if required, to the City) within forty-five (45) days after substantial completion of the work,

4.7.1 Form A - *As-Built Drawing Submittal*

4.7.2 As-built Drawings

4.7.3 Certificate of occupancy or equivalent final inspection document issued by all governmental authorities

## 5. **SITE DEVELOPMENT DESIGN STANDARDS**

### 5.1 Setbacks

5.1.1 Each yard fronting on a dedicated public street shall be considered a front yard for purposes of these Design Guidelines. Anything to the contrary notwithstanding, any Lot fronting on two or more dedicated public streets shall be deemed to have only one front yard for purposes of these Design Guidelines, which shall be determined by the Design Review Committee based on building configuration, visibility from Common Areas and entrance points.

5.1.2 Minimum front yard building setback shall be 35 feet and the minimum parking setback will be 20 feet. For these Design Guidelines, setbacks shall be measured from the property line of the Lot, except that Lots containing a Buffer Easement shall be measured from the interior line of the Buffer Easement.

5.1.3 For Lots whose property lines abut certain primary Common Areas, as determined by the Design Review Committee, the setback from such property line shall be:

- a. A minimum of 35' for buildings exceeding 2 stories (or an overall height of more than 30').
- b. A minimum of 20' for all other Improvements, or as may be specifically approved by the Design Review Committee.

5.1.4 The following Improvements are allowed within the required setback

area stated above:

- a. Improvements (Including utilities) below ground and covered by landscaping;
- b. Fire hydrants and parking lot lights;
- c. Sidewalks, steps, driveways and curbing;
- d. Landscaping;
- e. Approved signage and site furniture;
- f. Roof overhangs (including horizontal cantilever elements such as eaves or awnings, but excluding porte-cochères and similar canopies);
- g. Planters;
- h. Parking lot screening materials and screenwalls around refuse and recycling containers.

5.1.5 Setbacks required for yards other than front yards shall conform to Governmental Requirements and the Supplemental Declarations, Tract Declarations or access easement and other recorded instruments for the affected Lots. In the absence of any such requirements, the Design Review Committee shall determine the setbacks for such yards.

## 5.2 Parking Requirements

5.2.1 No on-street parking is allowed. Parking provided on a Lot shall be sufficient in the determination of the Design Review Committee, to serve the business use conducted on such Lot, which may be in excess of that required by the applicable codes or ordinances. Parking requirements in excess of applicable codes and ordinances shall be required by the Design Review Committee only in the event the parking demand, both by reasons of timing and amount of demand of a particular use, has a reasonable likelihood of causing inconvenience or damage for that Applicant/Lot or adjacent Lots. The Design Review Committee reserves the right to require the Owner to provide studies from appropriate professionals regarding parking or traffic issues.

5.2.2 Parking canopies are not permitted between Streets and the Building(s), except as may be specifically approved by the Design Review Committee.

## 5.3 Loading and Servicing Areas

5.3.1 All loading and unloading is to be conducted in properly designed loading areas. Loading areas are to be designed and clearly designated as an integral part of the facility and shall be maintained in a neat and clean manner. No loading or unloading will be allowed on the street. Rear building loading is preferred, however side building loading will be allowed if the loading areas are adequately screened. Loading docks or overhead doors for loading and unloading purposes will not be permitted at the front of any

building or in any area fronting on a public street.

5.3.2 Proper space shall be provided for all vehicles to maneuver on the property. All loading areas shall be screened from view from adjacent dedicated public streets utilizing screen walls. Said screen walls shall be a minimum of six (6) feet high or as otherwise approved by the Design Review Committee depending on the use of the area to be screened.

#### 5.4 Exterior Storage Areas and Service Yards

5.4.1 All outdoor storage of materials or vehicles shall only be in areas allowed by applicable zoning codes, but in no event shall exceed 2% of the total area of the Lot. No storage shall be permitted between any public street and the respective building. The Owner shall make its best efforts to locate storage areas in the least visible area of each Lot. All outdoor storage areas and service yards shall be visually screened with a continuous screen wall not less than six (6) feet high constructed of similar building materials so as not to be visible from the Common Area or any other Lot. No work in progress, stored merchandise or racks shall extend above the height of such screen wall.

5.4.2 All motor vehicles (other than passenger vehicles) and all equipment owned and operated by Owners of Lots shall be stored in a screened outdoor storage area approved by the Design Review Committee. Temporary parking of unscreened vehicles may be allowed at the sole discretion of the Design Review Committee. All manufacturing activities are to be confined within a building, except that minor ancillary activities associated with the business operation may be located outside in a service yard approved by the Design Review Committee to the extent not otherwise prohibited by applicable Tract Declarations.

#### 5.5 Waste and Refuse

All waste materials or refuse shall be stored and maintained in closed containers screened from view from streets, sidewalks and adjacent Lots by permanent structures, walls and landscaping. All waste and refuse shall be frequently removed from the site. Locations and screening for all such containers and enclosures shall be as approved by the Design Review Committee. Refuse and recycling containers shall be enclosed by a screen wall with architecturally designed gates.

#### 5.6 Site Lighting

5.6.1 Lights shall not be placed to cause excessive glare or excessive light spillage to adjacent sites. Lighting shall be direct and down, and screened away from adjacent properties. Intensity shall be no greater than is required for vehicle and pedestrian safety.

5.6.2 All exterior lighting shall be metal halide or other "color corrected" sources as approved by the Design Review Committee. Landscape lighting may be incandescent.

5.6.3 Parking lot light standards should be as short as economically practical, but in no event more than 20' in overall height, and should be consistent in design and finish with adjacent buildings.

5.6.4 Security wall pack type lighting shall be used at service areas only.

#### 5.7 Utility Installation

No utility lines, wires, fiber optic or other cables, pipe, conduits or other devices for the communication or transmission of electric current, power or signals, telephone, television, microwave or radio signals, sewer, water or gas shall be constructed, placed, or maintained anywhere in or upon any Lot other than within buildings or structures unless the same shall be contained in pipes, conduits or cables constructed, placed or maintained underground or concealed in or under buildings or other structures. No antenna for the transmission or reception of telephone, television, microwave or radio signals shall be placed on any building or other Improvement on any parcel unless properly screened and the consent of the Design Review Committee shall first have been obtained. Nothing contained herein shall be deemed to forbid the erection or use of temporary power or telephone facilities incidental to the construction or repair of Improvements on any Lot. These requirements shall be subject to limits that may be imposed by utility company regulations. All utility appurtenances within a Lot, including but not limited to telephone pedestals, utility meters, transformers, pressure reducing valves, backflow prevention devices, antennas, dishes, and the like shall be placed or screened so as not to be visible from the Common Area or any other Lot (subject to limits imposed by utility company regulations). TV/radio satellite receivers/transmitters shall be mounted directly on the ground and screened with minimum six (6) foot masonry walls or as required by the Design Review Committee and shall not be used as any kind of advertising.

#### 5.8 Construction Phase

5.8.1 In order to minimize soil erosion, practical combinations of the following procedures shall be used:

- a. Sediment basins (debris basins, desilting basins or silt traps) shall be installed and maintained to remove sediment from runoff water during construction as may be required by the Design Review Committee or governing, authorities;
- b. Landscaping shall be installed prior to issuance of the Certificate of Occupancy.
- c. Particular care shall be taken to prevent run-off and debris from entering any lake or other water feature on the Property.

5.8.2 Each Owner is responsible for knowing the location of underground utilities and for their protection during construction. Each Owner shall contact the Design Review Committee and Blue Stake or similar service prior to any excavation.

5.8.3 Areas under construction on Lot shall be fenced, as may be required by the Design Review Committee, and shall be maintained in a neat, safe and orderly manner. All trash shall be kept in enclosed containers and removed frequently. Construction trailers and portable bathroom accommodations shall be maintained in a neat, safe and orderly manner.

5.8.4 Construction access shall be as approved by the Design Review



Committee. Special care shall be taken to protect existing pavement and landscaping from damage. The Owner is liable for the repair of any damage to paving, sidewalks, landscaping, utilities, irrigation lines, and Common Areas, if caused by the Owner or his/her agents.

5.8.5 All construction, refinishing, alteration or excavation of any Improvements (i) shall be undertaken and pursued diligently through to completion, and (ii) in any event, shall be commenced within one (1) year after Design Review Committee approval and completed within two (2) years after such approval except for so long as such completion is rendered impossible or would result in great hardship due to strikes, fires, national emergencies, natural calamities or other supervening forces beyond the control of the Owner. Failure to comply with this Subsection shall subject the defaulting party or parties to all enforcement procedures set forth herein or any other remedies provided by law or in equity.

5.8.6 All streets and Common Areas shall be kept clean from dirt and construction materials, control noise, dust and other factors to lessen the disruption to the Project.

#### 5.9 Parking Lot Lighting

Parking lot lighting shall be installed as required by the governing authorities. The "shoe box" fully shielded streetlight fixtures with square pole shall be utilized. Fixture height, spacing, manufacturers, color, finish, etc. shall be approved by the governing authority and the Design Review Committee.

#### 5.10 Drainage

5.10.1 All Lots shall be designed in accordance with the Master Drainage Plan for Algodón Medical Office Park and as further detailed in a Lot-specific grading and drainage plan. All Lots adjoining streets and rights-of-way shall provide adequate means for drainage of storm runoff from such streets and rights-of-way onto such Lots. No bleedoffs to any lakes or other water features in the Common Areas shall be allowed for the initial one-quarter inch of rainfall. All grading and drainage plans shall be subject to the approval of the Design Review Committee.

5.10.2 The Owner shall provide certification acceptable in form and content to the Design Review Committee, from an engineering professional licensed by the State of Arizona stating that the Lot has been designed and constructed in accordance with the Master Drainage Plan.

#### 5.11 Lakes and Water Features

All Improvements to be placed on any Lot subject to these Design Guidelines and within 100 feet of a lake or other water feature located within the Common Areas must be approved by the Design Review Committee. The Design Review Committee may disapprove any Improvement which in its sole discretion may damage or harm the lakes or other water features in the Common Areas in any way, or which may lead to increased maintenance of same.



## 6. ARCHITECTURAL DESIGN STANDARDS

### 6.1 Intent.

It is the intent of the Design Guidelines to cause the creation of an attractive, high quality contextual mixture of architectural styles. Buildings should be of high quality contemporary building design reflecting current and emerging building technologies. Buildings should be straightforward, with clean, simple lines and should not include cosmetic treatments that detract from the clean, contemporary character. Buildings shall be compatible with buildings on adjacent Lots and in context to their surroundings. Owners are encouraged to utilize creative applications of materials, colors and textures as referenced in the Algodón Center Master Materials Palette. Appropriate consideration shall be given regarding the local climate and topography.

### 6.2 Preferred Materials.

Subject to the further provisions of these Design Guidelines, appropriate use of the following exterior materials as outlined in the Algodón Center Master Materials Palette is encouraged at AMOP:

6.2.1 Brick;

6.2.2 Architectural metal;

6.2.3 Poured-in-place, tilt-up or pre-cast concrete provided that surfaces must be painted or have an attractive exposed aggregate finish (exposed aggregate must be approved as to color and texture);

6.2.4 Stucco or “EIFS” – Exterior Insulated Finish System type systems with reveals, reliefs or designs to break up large planes. Finishes shall be as approved by the Design Review Committee;

6.2.5 Granite, marble or other natural stone;

6.2.6 Ceramic tile;

6.2.7 Concrete tile, architectural metal or copper for sloped roofs;

6.2.8 Glass and glass block;

6.2.9 Architectural concrete block such as split-face, fluted, or scored masonry.

### 6.3 Other Materials

Common concrete block may be allowed at the discretion of the Design Review Committee if: (a) it is used as an accent material, or it is used in conjunction with other materials, and (b) it is an integral color and/or has a sandblasted finish acceptable to the Design Review Committee. Common concrete block may not be used as a major material in an unarticulated field. Standard Ply-Wood shall not be used as a roof or wall finish. It is the intent of the Design Review Committee to provide lunch to any Applicant who

thoroughly reads this document and mentions this clause prior to submission of Form A. Architectural Wood panels or products may be approved at the discretion of the Design Review Committee for limited use as trim or for specific architectural applications. Exterior plywood, etc. will not be allowed. Corrugated metal or pre-engineered metal buildings or exposed corrugated metal roofs will not be allowed. Corrugated metal panel where used as an accent or trim or unique architectural feature may be allowed at the discretion of the Design Review Committee.

#### 6.4 Specific Criteria

To the maximum extent possible, Applicants shall adhere to following specific criteria, which will be taken into consideration by the Design Review Committee:

6.4.1 Design buildings appropriate to local climate. Orient buildings to recognize cooling requirements and their relationship to landscape materials. Colors and materials should reflect or appropriately contrast with the landscape palette.

6.4.2 Adapt standard franchise retail operation designs to an appropriate regional treatment. These efforts should avoid thematic imagery and instead should draw upon the natural colors in the landscape, the construction materials listed herein and which are historically found in this region, with emphasis on the manmade landscape elements whose "park-like" imagery is to be evoked under the Master Declaration.

6.4.3 Colors should be used to create visual harmony within AMOP. Colors are to be as approved by the Design Review Committee. Appropriate colors shall comply with the following requirements:

- a. Colors that are compatible with the general arid environment of the community, and that help to reduce reflected heat and glare in public or Common Areas are encouraged.
- b. The use of bright or intense primary colors should be moderated, and permitted only in areas where their use would not overwhelm surrounding development or create an uncoordinated or cluttered looking building.
- c. More subtle, less intense colors should be used on larger, more plain looking buildings, while the use of greater variety and intensity of color should be reserved for smaller structures.
- d. Parking screen walls should be compatible with adjacent buildings, in both materials and colors.

6.4.4 All exterior building elevations shall be treated aesthetically equal so as to eliminate any inequities in the distraction between front and rear. Design solutions shall take into account the adjacent building configuration and entrance points. Buildings with Lot frontage on the Agua Fria Freeway (Loop 101) will treat the elevation facing the freeway with the same importance as the interior street frontage elevation.



6.4.5 Freestanding buildings and accessory structures shall conform to the main building in color, material, scale, architectural style and theme.

6.4.6 Roof proportions, glass and overhangs should be responsive to local energy and climate concerns. The use of large expanses of glass will be discouraged, and must be as approved by the Design Review Committee.

6.4.7 Parking structures should incorporate architectural treatment compatible with the buildings. Ramps should be confined to the interior bays of parking structures to afford more visually-pleasing garage exteriors.

6.4.8 The approval of building exterior materials, including type, color, texture, durability, and the extent of use of any single material or combination of materials, shall be solely at the discretion of the Design Review Committee.

6.4.9 All rooftop equipment, vents, ducts, etc. shall be fully screened from view from streets, sidewalks and shall not be visible from the Common Area or any other Lot using materials compatible with the building architecture.

6.4.10 The design of parking canopies shall be consistent with the design of the Building. Fascia panels shall be utilized at the roof line.

6.4.11 The use of decorative concrete paving, brick pavers and exposed aggregate is strongly encouraged for driveways, sidewalks and accents on site work.

6.4.12 All amenities Including those listed below, shall be designed and placed as approved by the Design Review Committee:

- a. Benches and other site furnishings
- b. Public art
- c. Flagpoles
- d. Gazebos, ramadas and kiosks
- e. Mail boxes
- f. Basketball standards and other athletic or recreational fixtures (none of which shall be visible from public streets)

## 7. **SIGN STANDARDS**

### 7.1 Intent

Signs are the responsibility of the Owner and shall be built, installed and maintained by the Owner as a part of the Improvements. The sign standards set forth in these Design Guidelines are intended to achieve a harmonious and high quality visual environment within the Property. All signs shall comply with all Governmental Requirements. It is the Owner's responsibility to obtain all approvals and permits prior to fabrication or installation. No sign



shall be altered, moved or improved without the prior approval of the Design Review Committee.

## 7.2 Comprehensive Sign Plan

The sign standards set forth in these Design Guidelines supplement the **City of Phoenix approved Comprehensive Sign Plan** for the Project, which is deemed incorporated herein by reference.

## 7.3 Lot Sign Plan

7.3.1 The sign plans for each Lot ("Lot Sign Plans") shall conform to the requirements of the Comprehensive Sign Plan and must be approved by the Design Review Committee before commencement of construction of any Improvements by the Owner. Lot Sign Plans for temporary signs and permanent signs may be submitted separately.

7.3.2 A Lot Sign Plan shall be the format and content specified by the Design Review Committee, and may include submittals addressing the quantity, location orientation, size, materials, illumination, content and other features of temporary and permanent signs.

## 7.4 Temporary Signs

Temporary signs shall be in accordance with Governmental Requirements and shall be as approved by the Design Review Committee in accordance with the Master Declaration. No temporary signs of any kind shall be permitted to remain for longer than one year after first erected.

## 7.5 Permanent Signs

Before commencing construction of any Improvements to any Lot, the Owner must obtain the approval of the Design Review Committee for the Lot Sign Plans for all permanent signs.

### 7.5.1 Building Mounted Wall Signs

- a. Number: as approved by the governing authorities and the Design Review Committee, provided that no more than 2 occupant identification signs shall be permitted on the exterior elevation of any single building.
- b. Size: as approved by the governing authorities and the Design Review Committee. The Design Review Committee may require that the size of signage in a multi-tenant project shall be relative to the area occupied by the various tenants.
- c. The design of signs will be carefully integrated into the buildings forms and must be approved for location, content, shape, color, materials, letter style, etc. by the Design Review Committee.

### 7.5.2 Freestanding Signs

- a. Number: as approved by the governing authorities and the Design Review Committee.
- b. Size and Height: as approved by the governing authorities and the Design Review Committee. Freestanding signs for parcels which are 3 acres or less in size shall not exceed 8' in height nor 50 square feet in area.
- c. Location - ground signs may be located within required setback areas; however, they must not block sight visibility at driveways or intersections. Signage may not be placed in the Common Area or Buffer Easement unless specifically approved by the governing authority and the Design Review Committee.

## 7.6 Sign Criteria

### 7.6.1 Building mounted signs shall conform to the following criteria:

- a. Content - occupant name and/or logo;
- b. Form - individual letters and/or logo;
- c. Materials - architectural metals (such as stainless steel, brass, aluminum, copper, paint-loc, etc.) or other material compatible with building finishes; internally illuminated letters may have acrylic faces as may be specifically approved by the Design Review Committee;
- d. Size - letter height shall be in scale with the building, architecture and use;
- e. Color - compatible with the building and surroundings;
- f. Location - compatible with the building architecture, mount no closer than 1/2 the letter height below the top of the parapet.
- g. Illumination - interior illuminated or halo lit;
- h. Installation - no exposed conduit, raceway or transformers. Each letter must be mounted individually.
- i. Cabinet signs, signs with exposed tubing, etc., as part of a Lot Sign Plan, may be allowed on a limited basis if specifically approved by the Design Review Committee.

### 7.6.2 Freestanding and perimeter wall signs shall conform to the following criteria:

- a. Form - free-standing, ground mounted;



- b. Materials - compatible with building architecture, architectural concrete, stone, masonry, tile and architectural metals preferred;
- c. Illumination – interior, halo lit, or ground illuminated;
- d. Content - name and/or logo;
- e. The design, installation and letter style shall be compatible with, reflective of and similar to the monument signs installed by the Declarant for Algodón Center whenever possible.

## 7.7 General Restrictions

7.7.1 No temporary promotional signs, including trailer signs (except during actual construction), will be allowed on the site or the adjoining street right-of-way.

7.7.2 Information on signs may be revised; however, each revision must conform to the Design Guidelines and shall have the prior approval of the Design Review Committee. A sign that is to be replaced must be removed before the new sign can be installed.

7.7.3 Temporary construction signs must be removed from the site within thirty (30) days after construction is substantially complete, and leasing signs must be removed when all space in a building is leased.

7.7.4 Temporary signs must be maintained in a "like new" condition.

7.7.5 Animated, moving, flashing or sound emitting signs are prohibited, except time and temperature signs on Lots used for retail purposes.

7.7.6 Signs painted with iridescent paint or Dayglo colors are prohibited.

7.7.7 Signs which project above the parapet or on the eve-line of a sloped roof structure are prohibited.

7.7.8 Billboards are prohibited.

7.7.9 No painted signs shall be placed in or on the windows of any building except as may be specifically approved by the Design Review Committee.

## 8. **LANDSCAPE GUIDELINES**

8.1 Definitions. Capitalized terms that are not defined elsewhere in these Design Guidelines or the Master Declaration shall be given the following meanings:

8.1.1 "Driveway" means a Paved Area located entirely on a Lot that provides vehicular access between a building or Parking Lot and an abutting Street.

8.1.2 "Island" means a raised Landscape Area in a Driveway or Parking Lot.

8.1.3 "Landscape Area" means the total ground area of a Lot, excluding any area allocated to a building footprint, Parking Lot, and Driveway. Included in the Landscape Area are all Yards, patios, sidewalks, Islands, medians and planters.

8.1.4 "Lot, Corner" means a Lot abutting two or more intersecting Streets.

8.1.5 "Lot, Interior" means any Lot other than a Corner Lot.

8.1.6 "Lot Coverage" means the percentage of surface area of a Lot that is occupied by buildings and any areas under roof.

8.1.7 "Lot Line, Front" means in cases of an Interior Lot, is the Lot Line which parallels or lies closest to the nearest Street. In cases of a Corner Lot, there shall be a single Front Lot Line, as determined by the Design Review Committee in connection with the identification of the Front Yard under Section 5.1.1 of these Design Guidelines.

8.1.8 "Lot Line, Rear" means the Lot Line opposite the Front Lot Line. In cases of Side Lot Lines that intersect, the Rear Lot Line shall be an imaginary line parallel to the Front Lot Lines, not less than ten (10) feet long lying farthest from the Front Lot Line.

8.1.9 "Parking Bay" means a section of a Parking Lot which contains one or two rows of Parking Stalls.

8.1.10 "Parking Lot" means an area, other than a Driveway, devoted to Parking Stalls.

8.1.11 "Parking Stall" means the area that one vehicle is to be parked.

8.1.12 "Paved Area" means an all weather surface such as asphalt or concrete or brick pavers.

8.1.13 "Setback" means that portion of a Yard in which no Improvements, other than those permitted under Section 5.1.4 of these Design Guidelines can occur.

8.1.14 "Side Lot Lines" means any Lot Line connecting the Front and Rear Lot Lines.

8.1.15 "Street" means a paved right of way affording a means of direct vehicular access to a Lot, whether public or private.

8.1.16 "Uncovered Surface Parking Area" means a Parking Area paved with masonry, concrete, asphalt; properly drained; defined by a 6" poured concrete curb.

8.1.17 "Yard" means the space on any Lot which is unoccupied and unobstructed from the ground upward.

8.1.18 "Yard, Front" means a Yard extending the full width of the Lot, the depth of which is the minimum distance between the Front Lot Line and the nearest point of any Improvement.

8.1.19 "Yard, Rear" means a Yard extending the full width of the Lot, depth of which is the minimum distance between the Rear Lot Line and the nearest point of any



Improvement.

8.1.20 "Yard, Side" means a Yard between any Improvement and Side Lot Line, extending from the Front Yard to the Rear Yard, width of which is the minimum distance between the Side Lot Line to the nearest point of any Improvement.

This section of the Design Guidelines is intended to establish landscape and hardscape requirements for Front, Side and Rear Yards, Parking Lots, and retention areas, as well as, site grading and landscape lighting.

## 8.2 Intent

Algodón Center is being developed on land previously used for cotton farming and other agricultural uses. The landscape Improvements for the Main entries and rights of ways will be designed and installed by Declarant and be maintained by the Master Association pursuant to the Master Declaration. Landscaping at the Major entries is based on an agrarian theme. Trees, shrubs, and ground cover will be installed in formal rows to recall the rows of crops that were planted in the fields where Algodón Center will be developed. The landscape theme changes from the formal entries to an informal, "park like" character in the Common Area along the streets. A meandering pedestrian path system located within the Common Area will run throughout Algodón Center. The Common Area will be landscaped with broad canopy trees planted in clusters to shade the path and with masses of flowering shrubs, ground covers, lawn and landscaped berms. It is the philosophy of these guidelines to establish an attractive, high quality landscape character for the individual Lots that is harmonious with the "park-like" character for the Common Area. The Front, Side, Rear Yards and parking areas of each Lot shall be landscaped with an attractive combination of trees, shrubs, ground cover and lawn/decomposed granite that appropriately relates to the Common Area and is integral to the overall landscape character of Algodón Center. Owners are encouraged to utilize an evergreen plant palette and lawn. Landscaping should create a "good neighbor" image with evergreen plants and berming that screen unsightly areas and highlight attractive views. All plant material shall be irrigated by an automatic underground irrigation system. To accomplish this goal, specific design and material requirements are described within this section of the Design Guidelines.

## 8.3 General Requirements

8.3.1 Individual lot landscape designs are part of a larger landscape character instead of stand alone statements. No design should dominate the landscape. Instead, the landscape of individual lots should interweave with Common Areas to give Algodón Center a sense of place.

8.3.2 All landscaping and irrigation systems to conform to the City of Phoenix Landscape Ordinance, including any approved equivalents.

8.3.3 Landscape Yards shall be established and maintained along all Street frontages between any building, on site parking area, or outdoor storage area and the property line. The minimum width shall be twenty (20) feet back of the property line. The area of this landscaped Yard may be used to satisfy the on site landscape area and Street right of way landscaping area requirements set forth in this Section.

8.3.4 All portions of each Lot not occupied by buildings, structures, vehicle





access and parking areas, loading and unloading areas, and approved storage areas shall be landscaped in accordance with the provisions of this Section. Future building pads within a phased developed Lot shall be improved with temporary landscaping, or otherwise maintained in a weed and dust free manner as approved by the Design Review Committee.

8.3.5 No part of any Landscape Area shall be used for any other such use as parking or display, except for required on site retention areas or when such use is shown on the landscape plan and approved by the Design Review Committee.

8.3.6 All plant materials shall be planted so that at maturity the edge of the plant will be no closer than three (3) feet to any fire hydrant or fire suppression device.

#### 8.4 Plant Material

Approved and prohibited plant and landscape palettes for AMOP have been created to establish continuity within the Project and to create a harmonious relationship with the landscaping in the Common Area. Lists of approved and prohibited plants are attached in the Appendix to these Design Guidelines.

#### 8.5 Common Area

Design, construction and maintenance of the landscaping and other Improvements within the Common Area and Buffer Easement shall be as provided in the Master Declaration.

#### 8.6 Front Yards

8.6.1 Landscape Areas between the building and the Common Area, Buffer Easement or Street shall be used to screen parked vehicles and maintain an attractive streetscape throughout Algodón Center.

8.6.2 Trees in the Front Yard shall be planted in clusters at an average density of one (1) tree for every twenty (20) feet of Street frontage. Fifty percent (50%) of trees shall have a 2 inch caliper, 25% shall have a 3 inch caliper and 25% to have a 4 inch caliper. A minimum of five (5) shrubs shall be planted for each tree. A minimum of seventy-five percent (75%) of the Landscape Area to be planted with shrubs, vegetated ground cover, and lawn.

8.6.3 Front Yards are to contain large lawn areas to blend with the “park-like” feel of the Common Area. The overall size and configuration of the lawn area plays a large part in its effectiveness to achieve this look. Lawn areas should physically adjoin outdoor spaces, sidewalks, curbs and shrub/ground cover areas to avoid the creation of small isolated islands of lawn. Connecting lawn areas from Lot to Lot and extending lawn into other landscape areas of the site without visual barriers is encouraged to create larger, more unified lawn areas that also serve to visually unify the streetscape and landscaping of the individual Lots. Lawn can not extend into the public right of way in accordance with the Arizona Department of Water Resources.

## 8.7 Side and Rear Yards

8.7.1 A minimum ten (10) foot wide landscape area shall be provided continuously along and adjacent to all interior property lines. Where two properties adjoin there shall be a twenty (20) foot area created by two ten (10) foot Landscape Areas on each side of the property line.

8.7.2 Trees in the Side and Rear Yards shall be planted in clusters at an average density of one (1) tree for every twenty (20) feet of property line. Fifty percent (50%) of trees shall have a 2 inch caliper, 25% shall have a 3 inch caliper and 25% to have a 4 inch caliper. A minimum of five (5) shrubs shall be planted for each tree. A minimum of seventy-five percent (75%) of the Landscape Area to be planted with shrubs, vegetated ground cover and lawn.

8.7.3 Side and Rear Yards are to contain lawn areas to blend with the “park-like” feel of the Common Area. The overall size and configuration of the lawn area plays a large part in its effectiveness to achieve this look. Lawn areas should physically adjoin outdoor spaces, sidewalks, curbs and shrub/ground cover areas to avoid the creation of small isolated islands of lawn. Connecting lawn areas from Lot to Lot and extending lawn into other landscape areas of the site without visual barriers is encouraged to create larger, more unified lawn areas that serve to visually unify adjoining properties. Lawn can not extend into the public right of way in accordance with the Arizona Department of Water Resources.

## 8.8 Parking Lots

8.8.1 All parking areas shall be screened from view from adjacent streets and lots to a minimum height of three (3) feet above the highest point of the Lot by means of undulating berms and minimum 5-gallon shrubs, as per applicable Governmental Requirements. Shrubs used for screening shall be of an evergreen variety.

8.8.2 The Design Review Committee reserves the right to request additional screening requirements above and beyond these Guidelines if necessary.

8.8.3 All parking rows shall have one (1) tree (2 inch caliper) between every five (5) Parking Stalls. One (1) landscape island shall be provided for every ten (10) parking spaces. In addition, landscape Islands shall be provided at the end of each parking row. Each landscape Island shall contain one (1) tree (2 inch caliper) and five (5) shrubs (5 gallon). No light poles and/or signs (over 3') are to be located in landscape islands.

## 8.9 Parking Structures

8.9.1 For projects with parking structures, a minimum fifteen (15) foot landscape area shall be located around the perimeter of the structure. The landscape area around the perimeter of the structure may be used to satisfy the on site landscape requirements of this Section.

8.9.2 The landscape area shall contain one (1) tree (2 inch caliper) and five (5) shrubs (5 gallon) for every twenty five (25) feet of structure perimeter.

8.9.3 Parking adjacent to buildings shall be held back a minimum of fifteen

(15) feet. The area may contain a sidewalk and be completely landscaped including the use of foundation plantings. Vehicle overhangs to be taken into account. Landscaping shall include 2 inch caliper trees placed twenty (20) feet on center or equivalent groupings with five (5) shrubs (5 gallon) per tree or per applicable codes and ordinances.

#### 8.10 Foundation Landscaping

8.10.1 Landscaping adjacent to buildings is required.

8.10.2 Landscape area to be a minimum five (5) feet wide and the length shall be equal to sixty per cent (60%) of the length of the building façade and shall be designed to avoid vehicle overhang into this area shall be three (3) feet and shall be designed to avoid vehicle overhang into this area.

#### 8.11 Retention Areas

8.11.1 On site retention areas shall be completely landscaped with trees, shrubs and lawn as previously described. The landscaping shall provide erosion protection while allowing for unrestrictive flow to retention areas. Lawn is encouraged in retention areas.

8.11.2 Rip Rap may be used for erosion protection, storm water management or aesthetic applications. Rip Rap must be crushed granite that matches or compliments the decomposed granite used within the Landscape Area. Maximum size of Rip Rap cobbles shall be 8 inches in diameter unless erosion or drainage conditions require larger material (subject to approval of the Design Review Committee). River rock is prohibited.

#### 8.12 Grading

8.12.1 All topsoil shall be stockpiled and no topsoil shall be stripped from any Lot and removed from within the Lot without express written consent of the Master Association.

8.12.2 Where it is necessary to import fill to attain finish grade, it shall be free of waste materials and shall not contain noxious materials that will give off odors of any kind.

8.12.3 Landscape grading shall complement the contours found in the landscape easement. All slopes must be gently rounded with varying side slopes and blend subtly with adjacent properties. Maximum allowable slope is 4:1. Grading shall be accomplished without sharp transitions or unnatural shapes. Landscape grading must be accomplished without interrupting established drainage swales or drainage easements.

#### 8.13 Irrigation System

All plant materials shall be irrigated by an appropriate automatic underground irrigation system. All irrigation systems shall be designed, constructed and maintained to promote water conservation and prevent water overflow or spray onto Streets, sidewalks or parking areas. Landscape irrigation and domestic water services to each site shall be



metered separately. Each irrigation service point of connection shall have a reduced pressure back flow prevention device installed and maintained in accordance with the requirements of the City of Phoenix or approved equivalents.

#### 8.14 Landscape Maintenance

At all times, irrespective of whether the Lot has any Improvements or Occupants, the Lot Owner shall be responsible for properly maintaining the entire Lot in a safe, clean, neat, weed-free and sightly condition at all times by a professional landscape maintenance company. Maintenance to include, but is not limited to, removing debris and trash from all paved and Landscape Areas, regular weeding, mowing of lawns, maintenance of the irrigation system, fertilizing, pruning, and replacement of dead or dying plant material. Plant material that dies must be replaced with another living plant that complies with the approved landscape plan within thirty (30) days after notification by the Master Association. Maintain all plant material in a natural form, "poodling" and/or "balling" of shrubs is prohibited.

#### 8.15 Public Art

AMOP does not have a Public Art Program. However, all Lot Owners are encouraged to install public art. All art components visible from Common Areas are subject to approval from the Design Review Committee.

#### 8.16 Connection to Pedestrian Path System

Lot Owners shall connect the front entrance of the building to the Pedestrian Path System located within the Common Area by means of a walkway. Walkways shall be a minimum width of 5'-0". The material and color of the walkway must be compatible with and compliment the character of the Pedestrian Path System. The color, material, layout and connection to the Pedestrian Path System are subject to approval of the Design Review Committee. Use of textured concrete, colored concrete or specialty paving is encouraged.

#### 8.17 Landscape Lighting

Landscape lighting for aesthetic purposes is encouraged in AMOP. Landscape lighting must be controlled with an electric clock or photo cell device. Light sources must be shielded from view. Fixtures must be constructed of metal. Plastic fixtures are prohibited. All wiring must be buried below grade per local code. Controller equipment must be screened from view from streets and adjacent properties.

#### 8.18 Submittal Requirements

Applicants shall use licensed landscape architects and engineers who have acquainted themselves with all relevant documents and all Governmental Requirements. The following specific requirements shall apply to the various steps in the landscape review and approval process, in addition to the general requirements set forth elsewhere in these Design Guidelines.



#### 8.18.1 Step 1: Landscape Concept Plan

A Landscape Concept Plan shall be prepared to scale and sealed by an Arizona registered Landscape Architect in accordance with the City of Phoenix Landscape Ordinance and these Design Guidelines. The plan shall include the following information:

- a. Date, scale, north arrow, vicinity map, and the names, addresses, and telephone numbers of both the property owner and the person or firm preparing the plan.
- b. Project name, Street address and Lot number.
- c. The locations of all existing landscape and site Improvements in the landscape easement, as well as, all proposed landscape Improvements on site including all trees, shrubs, ground covers, lawn / decomposed granite areas, boulders, sculpture, water features, light fixtures, signage walls, walkways, grading and utilities
- d. A plant list indicating the symbol, botanical and common names, sizes and quantity of all plant material.
- e. Description of the irrigation system.

#### 8.18.2 Step 2: Landscape Construction Documents

Landscape Construction Documents shall be prepared to scale and sealed by an Arizona registered Landscape Architect in accordance with the City of Phoenix Landscape Ordinance and these Design Guidelines. The documents shall include the following information:

- a. Date, scale, north arrow, vicinity map, and the names, addresses, and telephone numbers of both the property owner and the person or firm preparing the plan.
- b. Project name, Street address and Lot number.
- c. The locations of all existing landscape and site Improvements in the landscape easement, as well as, all proposed landscape Improvements on site including all trees, shrubs, ground covers, lawn / decomposed granite areas, boulders, sculpture, water features, light fixtures, signage walls, walkways, grading and utilities.
- d. A plant list indicating the symbol, botanical and common names, sizes and quantity of all plant material.
- e. Notes and specifications describing the methods, materials



and workmanship required for the installation of the landscaping.

- f. Landscape details as required by the City of Phoenix Landscape Ordinance.

### 8.18.3 Step 3: Irrigation System Construction Documents

Irrigation System Construction Documents shall be prepared to scale and sealed by an Arizona registered Landscape Architect in accordance with the City of Phoenix Landscape Ordinance and these Design Guidelines. The documents shall include the following information:

- a. Date, scale, north arrow, vicinity map, and the names, addresses, and telephone numbers of both the property owner and the person or firm preparing the plan.
- b. Project name, Street address and Lot number.
- c. The locations of water tap, water meter, back flow prevention device, controller, remote control valves, mainline, lateral lines, sleeves, and irrigation heads.
- d. Irrigation system materials list indicating the symbol, manufacturer, model number and sizes of all irrigation components.
- e. Notes and specifications describing the methods, materials and workmanship required for the installation of the irrigation system.
- f. Irrigation details as required by the City of Phoenix Landscape Ordinance.



## APPROVED PLANT LIST

The Design Review Committee has found the plants included in the following list to be inherently compatible with the character of Algodón Center and encourages their use. Any species not contained herein may not be planted or installed within Algodón Center without the written approval from the Design Review Committee.

### TREES

Acacia spp.	Acacia
Bauhinia congesta	Anacacho Orchid Tree
Caesalpinia cacalaco	Cascalote
Cercidium spp.	Palo Verde
Cercis spp.	Redbud
Chamaerops humilis	Mediterranean Fan Palm
*Chitalpa x Tashkentensis 'Pink Dawn'	Chitalpa
Dalbergia sissoo	Sissoo Tree
*Ficus microcarpa 'Nitida'	Indian Laurel Fig
*Fraxinus spp.	Ash
Geijera parviflora	Austrian Willow
Gleditsia triacanthos	Honey Locust
*Jacaranda mimosifolia	Jacaranda
Olea europea var. Swan Hill	Swan Hill Olive
Olea europea 'Wilsonii'	Wilson's Fruitless Olive
Olea tesota	Ironwood
Phoenix dactyifera	Date Palm
Pinus spp.	Pine
Pistacia chinensis	Chinese Pistache
Pithecellobium spp.	Texas Ebony
Prosopis spp.	Mesquite
*Prunus hybrids	Flowering Plum
Pyrus calleryana 'Bradford'	Bradford Pear
*Pyrus kawakamii	Evergreen Pear
Quercus spp.	Oak
Rhus lancea	Africa Sumac
Schinus mole	California Pepper Tree
Schinus terebinthifolius	Brazilian Pepper Tree
Sophora secundiflora	Texas Mountain - Laurel
*Trachycarpus fortunei	Windmill Palm
Ulmus parvifolia cv. 'Sempervirens'	Evergreen Elm
Vitex agnus - castus	Chaste Tree

### SHRUBS

*Buxus microphylla japonica	Japanese Boxwood
Caesalpinia	Bird of Paradise
Calliandra californica	Baja Red Fairy Duster
*Carissa spp.	Natal Plum
Cassia spp.	Cassia
Chrysatinia mexicana	Damianta

Convolvulus cneorum	Bush Morning Glory
Cordia boissieri	Anacahuita
Cordia parvifolia	Little Leaf Cordia
*Euonymus spp.	Hibiscus
*Euphorbia rigida	Gopher Plant
*Euryops pectinatus	Golden Euryops
*Hibiscus spp.	Hibiscus
*Ilex vomitoria	Yaupon
Juniper chinensis	Juniper
Justicia spigera	Mexican Honeysuckle
Leucophyllum spp.	Texas Sage
*Lagerstroemia indica	Cape Myrtle
*Ligustrum spp.	Privet
Myrtus communis	True Myrtle
Nandina domestica	Heavenly Bamboo
Nerium oleander vaeties	Oleander
Penstemon spp.	Penstemon
*Photinia spp.	Photinia
*Pittosporum spp.	Pittosporum
Plumbago capensis	Cape Plumbago
Plumbago scandens	Plumbago
Pyracantha spp.	Pyracantha
*Raphiolepis	Raphiolepis
Ruellia brittonia	Ruellia
Ruellia peninsularis	Ruellia
Tecoma spp.	Yellow Bells
Tecomaria spp.	Cape Honeysuckle
Thevetia peruviana	Yellow Oleander
Xylosma congestum	Xylosma

### GROUNDCOVERS

Asparagus densiflorus cv. 'Sprengeri'	Sprenger Asparagus
*Carissa spp.	Natal Plum
Convolvulus mauritanicus	Ground Morning Glory
Dalea spp.	Indigo Bush
Lantana montevidensis	Trailing Lantana
*Liriope	Lilly Turf
Rosmarinus offiinalis cv. 'Prostrate Rosemary'	Prostrate Rosemary
Ruellia brittoniana 'Katie'	Katie Ruellia
*Trachelospermum spp.	Vinca
Teucrium chamaedrys 'Prostrata'	Germander
*Vinca spp.	Vinca
Wedelia trilobata	Yellow Dots



### VINES

Antigonon leptopus	Coral Vine
Bougainvillea spp.	Bougainvillea
Callaeum macroptera	Yellow Orchid Vine
Campsis radicans	Common Trumpet Creeper
Jasminum mesnyi	Primrose Jasmine
Lonicera japonica	Honeysuckle
Macfadyena unguis - cati	Cat's Claw
Mascagnia lilacina	Purple Mascagnia
Podranea ricasoliana	Pink Trumpet Vine
Pyracantha spp.	Pyracantha
Rosa banksiae	Lady Banks Rose
Solanum jasminoides	Potato Vine

### ACCENTS

Agave spp.	Agave
Cereus spp.	Cereus
Cycas revoluta	Sago Palm
*Dietes spp.	Fortnight Lily
Hesperaloe parviflora	Red Yucca
Nolina spp.	Bear Grass
Pedilanthus macrocarpus	Lady Slipper
*Philodendron selloum	Splitleaf Philodendron
*Strelitzia spp.	Bird of Paradise
Yucca spp.	Yucca

### LAWN

Cynodon dactylon 'Hybrid'	Hybrid Bermuda
Lolium perenne	Perennial Rye Grass

### DECOMPOSED GRANITE / ROCK

Decomposed granite	Size and color
Rip rap	Erosion control
Granite surface select boulders	

\*Indicates plants that are **not** on Arizona Department of Water Resources Low Water Use Plant List and prohibited for use in a public right-of-way. However, these plants may be used in on site Landscape Areas of individual parcels.



## PROHIBITED PLANT LIST

The Design Review Committee has found the plants included in the following list to be incompatible with the character of Algodón Center by reason of profuse and noxious pollen, weed-like characteristics, etc. Under no circumstances is it permissible to plant any Prohibited Plant in Algodón Center.

### TREES

Brachychiton populneus	Bottle tree
Eucalyptus spp.	Eucalyptus
Grevellia robusta	Silk Oak
Morus spp.	Mulberry
Olea europeae	Pollen Producing Olive Trees
Parkinsonia aculeata	Mexican Palo Verde
Platyclusus orientalis	Arborvitae

### SHRUBS

Pennisetum setaceum	Fountain Grass
Buccharis sarothroides	Desert Broom
Muhlenbergia spp.	Deer Grass

### DECOMPOSED GRANITE / ROCK

River rock	
Polyethylene film under decomposed granite	
Scalloped concrete or wooded headers or borders	
Colored rock	
Artificial boulders	

### LAWN

Lynodon dactylon	Common Bermuda Grass
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## DESIGN GUIDELINES

### TABLE OF CONTENTS

1.	<b>INTRODUCTION</b> .....	2
2.	<b>DESIGN REVIEW COMMITTEE</b> .....	3
	2.1 Regulation of Improvements.....	3
	2.2 Effect of Approval.....	3
	2.3 General Powers of Design Review Committee.....	4
	2.4 Limitation of Liability of Design Review Committee.....	4
	2.5 Variances.....	4
	2.6 Written Records.....	5
	2.7 Enforcement.....	5
	2.8 Verification of Information.....	6
	2.9 No Waiver or Estoppel.....	6
3.	<b>THE SUBDIVISION AND OFFSITE IMPROVEMENT REVIEW PROCESS</b> .....	6
	3.1 Approval.....	6
	3.2 Step 1: Preapplication Conference.....	7
	3.3 Step 2: Preliminary Plat/Technical Review.....	7
	3.4 Step 3: Final Plat and Construction Document Review.....	7
	3.5 Step 4: Permits and Record Copy.....	8
	3.6 Step 5: Changes after Start of Construction.....	8
	3.7 Step 6: As-Built Drawing Submittal.....	8
4.	<b>THE LOT IMPROVEMENT DESIGN REVIEW PROCESS</b> .....	9
	4.1 Approval.....	9
	4.2 Step 1: Preapplication Conference.....	9
	4.3 Step 2: Preliminary Review.....	9
	4.4 Step 3: Construction Document Review.....	10
	4.5 Step 4: Building Permits and Record Copy.....	11
	4.6 Step 5: Changes after Start of Construction.....	11
	4.7 Step 6: As-Built Drawing Submittal.....	12
5.	<b>SITE DEVELOPMENT DESIGN STANDARDS</b> .....	12
	5.1 Setbacks.....	12
	5.2 Parking Requirements.....	13
	5.3 Loading and Servicing Areas.....	13
	5.4 Exterior Storage Areas and Service Yards.....	14
	5.5 Waste and Refuse.....	14
	5.6 Site Lighting.....	14
	5.7 Utility Installation.....	15
	5.8 Construction Phase.....	15
	5.9 Street Lighting.....	16
	5.10 Drainage.....	16
	5.11 Lakes and Water Features.....	16
6.	<b>ARCHITECTURAL DESIGN STANDARDS</b> .....	17
	6.1 Intent.....	17
	6.2 Preferred Materials.....	17
	6.3 Other Materials.....	17
	6.4 Specific Criteria.....	18
7.	<b>SIGN STANDARDS</b> .....	19

7.1	Intent.....	19
7.2	Comprehensive Sign Plan.....	20
7.3	Lot Sign Plan.....	20
7.4	Temporary Signs.....	20
7.5	Permanent Signs.....	20
7.6	Sign Criteria.....	21
7.7	General Restrictions.....	22
8.	<b>LANDSCAPE GUIDELINES.....</b>	<b>22</b>
8.1	Definitions.....	22
8.2	Intent.....	24
8.3	General Requirements.....	24
8.4	Plant Material.....	25
8.5	Common Area.....	25
8.6	Front Yards.....	25
8.7	Side and Rear Yards.....	26
8.8	Parking Lots.....	26
8.9	Parking Structures.....	26
8.10	Foundation Landscaping.....	27
8.11	Retention Areas.....	27
8.12	Grading.....	27
8.13	Irrigation System.....	27
8.14	Landscape Maintenance.....	28
8.15	Public Art.....	28
8.16	Connection to Pedestrian Path System.....	28
8.17	Landscape Lighting.....	28
8.18	Submittal Requirements.....	28

**APPENDICES:**

- **APPROVED PLANT LIST**
- **PROHIBITED PLANT LIST**
- **Pre-Application Conference Document Checklist**
- **FORM A - Design Review Application**
- **Document Checklist for Subdivision and Offsite Improvement Process**
- **Document Checklist for Lot Improvement and Design Review Process**
- **Design Review Fee Schedule**



**DOCUMENT CHECKLIST - PRE-APPLICATION CONFERENCE**

<b>TWO (2) FULL-SIZE COPIES AND ONE (1) COMPACT DISK</b> (or provided electronically through email, DropBox or other accessible means) <b>CONTAINING AUTO-CAD AND PDF FORMATS OF PROPOSED "SKETCH PLAN"</b> - for Pre-application Conference
1. Land use
2. Ingress and Egress
3. Street and Lot Arrangements
4. Tentative Lot Sizes
5. Drainage
6. Retention
7. Utilities
8. General Design Standards
9. Signage
11.
12.
13.
14.
15.
16.
17.

**MEETING DATE:** \_\_\_\_\_ **MEETING ATTENDED BY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DRC COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DESIGN REVIEW APPLICATION** - Please print or type

Date received: \_\_\_\_\_

<b>Owner/Applicant CONTACT NAME:</b>			
Address			
Telephone		Email address:	
<b>PROJECT NAME:</b>			
<b>AMOP LOT #:</b>			
<b>PROPERTY OWNER:</b>		<b>APPLICANT:</b>	
Address		Address	
Telephone		Telephone	
Email address		Email address	
Signature		Signature	
Date		Date	
<b>CONTRACTOR:</b>		<b>ARCHITECT:</b>	
Address		Address	
Telephone		Telephone	
Email address		Email address	
<b>CIVIL ENGINEER:</b>		<b>LANDSCAPE ARCHITECT:</b>	
Reg. No.		Reg. No.	
Address		Address	
Telephone		Telephone	
Email address		Email address	

**APPLICATION FOR:**

Subdivision/Master Plan

Other Projects/Buildings

Preliminary Plat

Preliminary Review of Lot Improvement

Final Plat/Technical Review

Construction Document Review

Permits and Record Copy

Building Permits and Record Copy

Changes after Start of Initial Construction

Changes after Start of Initial Construction

As-Built Submittal

As-Builts

**Owner / Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments by DRC:** \_\_\_\_\_

\_\_\_\_\_

**ACTION BY DRC:** \_\_\_\_\_ **DATE** \_\_\_\_\_



**DOCUMENT CHECKLIST - SUBDIVISION and OFFSITE IMPROVEMENT PROCESS#**

**SUBDIVISION and OFFSITE IMPROVEMENT PROCESS**

**Approval#**

**Step 1: PRE-APPLICATION CONFERENCE – see Section 3 of Design Guidelines (two (2) full-size copies and one (1) compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)**

**Step 2: Preliminary Plat/Technical Review**

- 1. Form A - *Preliminary Plat or Master Plan*
- 2. Drawings Showing Existing Conditions
- 3. Drawings Showing Proposed Conditions

**Step 3: FINAL PLAT AND CONSTRUCTION DOCUMENT REVIEW (2 full size sets and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)**

- 1. Form A - *Final Plat and Construction Review*
- 2. Final Plat
- 3. Survey
- 4. Complete Construction Plans and Specifications for all Offsite Improvements
- 5. Basic Signage Programs, if determined
- 6. Copies of all Supplemental Declarations, Tract Declarations, other restrictions

*Note – Applicant must request approval from the DRC for all changes to the final plat or construction documents required by the City prior to commencement of construction, and prior to the submittal of the record copy.*

**Step 4: PERMITS AND RECORD COPY – prior to construction, or plat recording (1 full size set)**

- 1. Form A – *Record Copy Submittal*
- 2. Copy of all Construction Documents and Final Plat
- 3. Copies of proposed Permit Applications

**Step 5: CHANGES AFTER START OF CONSTRUCTION – written approval required**

- 1. Form A – *Change Application*
- 2. Site Plan of proposed location of Improvements
- 3. Letter of Intent with description of proposed changes
- 4. Detailed drawings/documents for clarification

**Step 6: AS-BUILT DRAWING SUBMITTAL – within 30 days of completion**

- 1. Form A - *As-Built Drawings*
- 2. As-Built Drawings (2 full size and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## DOCUMENT CHECKLIST - LOT IMPROVEMENT DESIGN REVIEW PROCESS

### LOT IMPROVEMENT DESIGN REVIEW PROCESS

#### APPROVAL

##### **STEP 1: PRE-APPLICATION CONFERENCE**

##### **STEP 2: Preliminary Review (2 full-size sets and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)**

- 1. Form A - *Preliminary Review*
- 2. Conceptual Floor Plans and all building elevations, including depictions of any roof-mounted equipment
- 3. Color chips, material samples, photographs and product brochures, renderings, graphical representations
- 4. Site Plan
- 5. Landscape Plan
- 6. Signage Package

##### **STEP 3: Construction Document Review (2 full size sets and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)**

- 1. Form A – *Contract Document Review*
- 2. Color chips, material samples, color photographs and product brochures (if changes)
- 3. Survey
- 4. Site Plan
- 5. Site Utility Plans
- 6. Landscape Plan
- 7. Site Paving and Grading Plans
- 8. Floor Plans
- 9. Elevations
- 10. Materials Specifications
- 11. Signage Plans
- 12. Complete Mechanical, Plumbing, and Engineering Plans

*Note – Applicant must request approval from the DRC for all changes to the final plat or construction documents required by the City prior to commencement of construction, and prior to the submittal of the record copy.*

##### **STEP 4: Building Permits and Record Copy (1 full size set)**

- 1. Form A – *Record Copy Submittal*
- 2. Record copy of complete set of contract documents approved by the municipality
- 3. Copy of Building and other Permits

##### **STEP 5: Changes After Start of Construction – written approval required**

- 1. Form A – *Change Application*
- 2. Site Plan of proposed location of Improvements
- 3. Letter of Intent with description of purpose of changes
- 4. Detailed drawings and other documents to illustrate or clarify the proposed changes
- 5. Material and color samples (preferably to match existing material)

##### **STEP 6: As-Built Drawing Submittal – within 45 days of completion of construction**

- 1. Form A – *As-Built Drawing Submittal*
- 2. As-Built Drawings (2 full size and 1 compact disk (or provided electronically through email, DropBox or other accessible means) containing Auto-CAD and pdf formats)





**DESIGN REVIEW FEE SCHEDULE  
MAY 2015**

*Fee schedule is subject to change. Contact Administrator or consult website:  
<http://www.jflongproperties.com/properties/algodon-center> for updated information.*

<b>SUBDIVISION and OFFSITE IMPROVEMENT PROCESS</b>	
Pre-Application Conference	\$0
Preliminary Plat / Technical Review	\$500
Final Plat and Construction Document Review	\$500
Building Permit / Record Copy Review	\$0
Change After Start of Construction	
1 <sup>st</sup> Change	\$0
2 <sup>nd</sup> Change and each change thereafter	\$200
As-Built Drawing Submittal	\$0
<b>LOT IMPROVEMENT DESIGN REVIEW PROCESS</b>	
Pre-Application Conference	\$0
Preliminary Review	\$500
Construction Document Review	
Up to 5 acres	\$800
5 to 10 acres	\$1,500
10 acres or more	\$2,500
Building Permit / Record Copy Review	\$0
Change After Start of Construction	
1 <sup>st</sup> Change	\$0
2 <sup>nd</sup> Change and each change thereafter	\$300
As-Built Drawing Submittal	\$0
<b>REFUNDABLE CONSTRUCTION COMPLETION DEPOSIT TO ALGODÓN LOT OWNERS' ASSOCIATION</b>	
Prior to construction commencement (returned within ten (10) business days after As-Built Drawing Submittal's Approval) <i>Note: deposit is non-interest bearing</i>	\$5,000