



# DESIGN REVIEW PROCEDURES

Version 7.3

(Revised August 2024)

August 27, 2024

Hello Neighbor!

Welcome to Carlton Landing. We're thrilled that you have decided to be a part of this special community. Back in 1972, my grandfather, Jack Carlton Humphreys (in who's honor our town is named), was standing in your shoes. He had purchased a lot on Lake Eufaula and was planning a lake house for his family. Over the next 40 years, the home he built was a great blessing to our family, friends and those just passing through. It brought us closer, provided countless memories of laughter, sun filled days and late night poker games. Now, you can enjoy the lake lifestyle for yourself, make memories of your own and build a home to bless you and those you love for a long time to come.

We believe that places, in large part, are defined by their design or lack thereof. It is important to encourage considerate, harmonious and proven architectural design and to protect the visual integrity of Carlton Landing. In this spirit, the Carlton Landing Design Committee (the "CLDC") has established the Carlton Landing Living Tradition - Design Code (the "Living Tradition"). At the time of taking title to real property located in Carlton Landing, property owners accept the Living Tradition and agree to utilize its standards for site planning, design, detailing and landscaping design. This is all described more fully in the Declaration of Covenants, Conditions and Restrictions for Carlton Landing (the "Declaration"). These Design Review Procedures and the Living Tradition applies to all improvements constructed in Carlton Landing, be it new construction, additions and expansions or alterations to an existing structures.

The process of applying the Living Tradition through these Design Review Procedures helps to ensure quality in construction in hopes that your home investment is protected and Carlton Landing property values have the best opportunity to appreciate over the long term. We've tried to streamline the process as much as possible so that, while being effective, it is enjoyable and respecting of your time and patience.

Thanks again for being part of our community. We believe it's a no insignificant thing to be able to call you "neighbor". To live in community with another person is a special blessing. We hope your times in Carlton Landing are the best times of your life.

See you on the front porch!

A handwritten signature in blue ink, appearing to read "Grant Humphreys", with a long horizontal flourish extending to the right.

Grant Humphreys, Town Founder

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**SECTION 1**  
**PURPOSE, FUNCTION, POWERS & DUTIES**

- 1.1 **Purpose and Function.** Carlton Landing is built in the great tradition of Oklahoma agrarian and architectural design. The community is defined by memorable streets, civic spaces and a collection of homes and buildings inspired by vernacular farm house and territorial architecture. Together, these create the classic style of Carlton Landing. The purpose of these Design Review Procedures is to rekindle an appreciation for an architectural and building philosophy rarely practiced today. By reestablishing the vernacular building tradition of the locale, we hope to facilitate the development of an endearing and enduring place. In the years to come, many different hands will be needed to design and construct Carlton Landing. In order to work together to create a community, the design of each house should respond to the character of the street, park or public space it faces as well as contribute to the context of surrounding homes. This calls for a coordinated approach to the design of the houses so they are harmonious with each other and create civic spaces of the highest quality.
- 1.2 **Powers and Duties.** The CLDC will receive and act on all applications of Owners seeking approval to construct any Improvements. The CLDC will establish and make available to all Owners the Design Review Procedures and the Living Tradition. The CLDC will be responsible for the administration of the Design Review Procedures. The CLDC will have exclusive jurisdiction over design approval of the Improvements.
- 1.3 **Scope of Review.** The CLDC reserves the right to review the plans, specifications, materials and samples submitted to them by the Owner, to verify that the Improvements conform to the Living Tradition and to approve the aesthetics of the Improvements and its appropriateness in light of the surrounding neighborhood and the configuration of each lot. In reviewing each application and related submissions, the CLDC will be guided by the Living Tradition; however, the Living Tradition will not be the exclusive basis for its decisions. The CLDC may consider any factor it deems relevant, including harmony of external design with surrounding structures, environment and consistency with the visual themes. Its decisions may be based purely on aesthetic considerations.
- 1.4 **Enforcement Powers.** Should any Improvements be built or altered without the prior approval of the CLDC, the CLDC has the right to require the Owner, at the Owner's cost and expense, to stop all construction work, remove and/or alter any Improvements so that it complies with the Living Tradition. Should an Owner fail to remove and restore as required, the CLDC and their agents will have the right to enter the property, remedy or remove the violation, and restore the Improvements to substantially the same condition as previously existed at the Owner's expense. Any such action will not be deemed a trespass. Approval by the CLDC does not relieve the Owner of the Owner's obligation to obtain any and all required governmental approvals nor does obtaining all required governmental approvals

waive the need for all new construction and subsequent alterations to be approved by the CLDC.

- 1.5 **Legal Disclaimer.** Neither the CLDC nor its agents assume responsibility for compliance with any and all applicable building codes, safety requirements, governmental laws, regulations, or ordinances; the structural integrity or soundness of the proposed structures and/or alterations; the quality of work or performance of any contractor; defects in any plans or specifications submitted, revised or approved; any structural or other defects in work done according to the approved plans; any injury, damages or losses arising out of the manner or quality of approved construction on, or modification to, any structures within Carlton Landing; or for ensuring that all dwellings are of comparable quality, value, size, or of similar design. The responsibility for those issues ultimately rests with the owner unless their builder, contractor or subcontractors has accepted responsibility for the same.

## **SECTION 2 DESIGN DEVELOPMENT AND PLAN SELECTION**

- 2.1 **Carlton Landing Architects Guild.** Members of the Carlton Landing Architects Guild have been hand selected by the Town Founder because they each possess a refined talent to create good design which is evidenced by a substantial body of past work. Further, they have gained a clear understanding of the Carlton Landing Living Tradition. Most importantly, these professionals are known to have a manner and personality that is a pleasure to work with. Guild members are pre-approved to perform work in Carlton Landing. If an owner desires to work with an architect or designer who is not a Member of the Architects Guild, a portfolio of completed work should be submitted to the CLDC for consideration and approval prior to commencing the design process. All plans for Improvements will be prepared by licensed professionals or otherwise qualified architects, landscape architects, engineers or other qualified designers. Members of the Carlton Landing Architects Guild are listed on the attached Exhibit "A".
- 2.2 **Pre-Approved Plans vs. Custom Design.** Owners have options in choosing a home plan, whether they select a pre-approved plan or develop a custom home design.
- a. **Pre-Approved Plans.** An Owner may select from one of several plans already approved. These pre-approved plans cover a variety of sizes, price points and housing types. By selecting a pre-approved plan, an Owner should be able to save time and money. This may also limit some design and/or customization options. Houses with pre-approved plans may not be constructed within eight (8) lots in any direction of a matching house. In the event that a matching house exists within eight (8) lots, the house may be built within but no closer than four (4) lots if the house's plan is significantly modified to the satisfaction of the CLDC.

- b. **Custom Design.** An Owner may opt to create a plan from scratch to allow the plan to reflect his or her individuality. This approach requires more time, more client involvement and a larger design budget. It also will typically require a higher construction fee as the custom home construction process is typically more labor intensive for the homebuilder.

### 2.3 **Site Considerations.**

- a. **Light Imprint / Stormwater Management.** Home construction activity shall not negatively impact the management of groundwater and surface water run-off. When a home is constructed on a given lot, the impact shall be mitigated within the lot boundaries by incorporating the tools and techniques of "Light Imprint Infrastructure". Light Imprint tools are categorized as paving, channeling, storage and filtration. The incorporation of these tools and techniques will be considered by the CLDC as part of the landscape plan review. More information about Light Imprint Infrastructure is available from the CLDC upon request.
- b. **Finished Floor Elevation.** Homes built in Carlton Landing relate to the public realm. Therefore, as stated in The Living Tradition (Page 81), the height of the porch (and subsequently the finished floor of the house) shall be determined by how the home relates to the sidewalk, street, or park on which it is located. Additionally, each lot is unique and the site conditions (slope, rock formations, Light Imprint requirements) of the lot need to be taken into consideration as the house's finished floor elevation is determined. At minimum, no main level finished floor may be less than 18" above the highest point of the final grade without a variance from the CLDC.

### 2.4 **Design Fees.** Any design fees related to pre-approved plans or custom home plan development will be that Owner's responsibility. Unless otherwise provided in writing, no credit for design fees is provided to any Owner by Carlton Landing or its affiliates.

- a. **Plan Re-Use Fees.** If an Owner selects a pre-approved plan, there will be a related Plan Re-Use Fee which will be paid directly to the architect prior to commencing construction. The amount of the Plan Re-Use Fee varies from architect to architect and is determined by each architect.
- b. **Design Development Fees.** If an Owner opts to develop a custom home plan, there will be related design development fees paid directly to the architect. Each Owner is encouraged to gain a clear understanding of the architect's design development fee structure, and establish an estimated design budget before any design services are performed by the architect.

**SECTION 3  
DESIGN REVIEW – GENERAL INFORMATION**

3.1 **Design Review Submissions.** In the interest of clear communication, it is the preference of the CLDC to meet face-to-face in order for the CLDC staff and the Owner to work through the design review process in real time. In such an instance, the Owner, the homebuilder, and the architect can actively participate and feedback is immediate. However, if conflicting schedules and/or geographical separation require, the design review process can be handled electronically. All submissions must be provided to the CLDC electronically. Upon receipt of a Design Review Submission, the CLDC will conduct the review and respond in a timely manner.

Any written notices, written communication and electronic submissions related to the design review process should be emailed to **seth@carltonlanding.com & henryhasenbeck@gmail.com**. Any submissions of physical items should be mailed to:

**Carlton Landing Design Committee**  
Attn: Seth Gebhart  
29 Water Street  
Carlton Landing, Oklahoma

3.2 **Design Review Application Form.** To commence the design review process, an Owner must complete and execute the Design Review Application Form attached as Exhibit “B”. The completed and executed form must be provided to the Carlton Landing Design Committee (either in person or mailed to the address shown above) along with the Design Review Fee described below.

3.3 **Design Review Fees.** Prior to commencing the design review process, the appropriate Design Review Fee must be provided along with a completed and executed Design Review Application Form (attached as Exhibit “B”). No design review work will commence unless the payment is received in full. Checks will be made payable to “**Carlton Landing Architecture Design Committee**”. Note this does not include any design fees described above, development costs or Plan Re-Use Fees which are paid directly to the Architect.

Custom Plan Design or Initial Review of new Builder Spec Plans.....	\$ 2,000.00
Builder Spec/Pre-Approved Plan already built in Carlton Landing .....	1,000.00
Garages with or without Living Quarters or significant alterations to an existing structure .....	675.00
Porches, Decks, Sheds, Carports, or other outdoor structures .....	325.00
Fences, Patios, Landscape plans, Outdoor Kitchens, and Fire Pits.....	135.00

3.4 **Design Variances.** The CLDC may authorize variances from compliance with the Living Tradition and/or the Design Review Procedures with circumstances such as topography, natural obstructions or architectural merit. The CLDC will not be bound to grant a variance in any circumstance. No variance will be effective unless

in writing by the CLDC.

- 3.5 **Additional Meetings with the CLDC.** If an application for design approval has been denied, or the approval issued by the CLDC is subject to conditions which the Owner feels are unacceptable, the Owner may request a meeting with the CLDC and/or their designated agents to discuss the plans and the CLDC's reasons for denial.

#### **SECTION 4 DESIGN REVIEW PROCESS**

- 4.1 **Fast Track Process.** For Owners who select a pre-approved plan that has already been built in Carlton Landing, following the Orientation Meeting, the Owner can skip the Conceptual and Preliminary Design Review, and fast track to the Final Design Review. All terms of the Final Design Review will still apply.
- 4.2 **Orientation Meeting.** The Orientation Meeting is an introductory meeting with a representative of the CLDC. This meeting will cover the Living Tradition and the Design Review Procedures as well as general information about building a house in Carlton Landing. The Owner's architect and homebuilder are encouraged to attend this meeting.
- 4.3 **Conceptual Design Review.** The Conceptual Design Review involves the initial design concepts including, but not limited to proposed plans, elevations, and images of design precedents. In order to get the greatest value out of this design review step, the Owner is encouraged to include as much information as they have to describe the intended architectural character and overall design direction.

##### Submittal Requirements:

1. A fully completed and executed Design Review Application Form (see Exhibit "B").
  2. References, Sources, Prototypes. Collection of drawings, photographs, and/or clippings being used for design inspiration.
  3. The following submittal items are optional, but recommended:
    - a. Proposed Site Plan. Scale 1/16" or 1/20" = 1'-0"
    - b. Proposed Floor Plans. Scale 1/8" or 1/4" = 1'-0"
    - c. Proposed Elevations. Scale 1/8" or 1/4" = 1'-0"
    - d. Written Brief. Brief statement outlining the site planning and design of the house.
- 4.4 **Preliminary Design Review.** The Preliminary Design Review is the first detailed review of the proposed plans for the Improvements. Upon completion of this stage of the design review process, the design will be either 1.) approved without exception, 2.) approved with conditions or 3.) rejected. If the design is approved without exception, the Owner may proceed to the Final Review. If the design is approved with conditions, the Owner may proceed to the Final Review provided



design changes are made per the CLDC's recommendations. If the Owner does not agree to make the required changes, the plans will be considered rejected. If the plans are rejected, the Owner will re-design and re-submit the plans to the CLDC for consideration for approval.

**Submittal Requirements:**

1. Proposed Site Plan. Scale 1/16" or 1/20" = 1'-0" which includes north arrow; accurate lot lines including dimensions, angles and amount of curve; all buildings, structures, fences, setbacks, sidewalks, easements, and street right-of-ways contiguous to the lot; required set back-lines per the *Living Traditions Pattern Book* and the *DPZ Master Plan*; all existing trees, over 6" in caliper and indicated whether to be retained or removed; building footprint with overall dimensions and distances between proposed work and property lines; roof overhangs shown as dashed lines; and driveways, walks, landscape areas, hardscape areas, pools, and other elements.
2. Existing Grading Plan. Scale 1/16" or 1/20" = 1'-0" which shows existing contours.
3. Proposed Floor Plans. Scale 1/8" or 1/4" = 1'-0" which shows all rooms, labeled and dimensioned. Overhangs of floors and roofs will be shown as dashed lines.
4. Proposed Elevations. Scale 1/8" or 1/4" = 1'-0" which includes openings, doors, and windows; principal materials identified and rendered; all finish floors dimensioned in relation to the finished exterior grade; eave and roof ridges dimensioned in relation to the finished exterior grade; and roof pitches.
5. The following submittal items are optional, but recommended:
  - a. Building Sections. Scale 1/8" or 1/4" = 1'-0" which includes rooms labeled; finished floor elevations in relation to the exterior finished grade; ceiling heights; eave and roof ridges dimensioned in relation to the finished exterior grade; and roof pitches.
  - b. Typical Wall Section. Minimum Scale 3/4" = 1'-0" which includes floor and ceiling heights; wall, floor, and roof structures; window head and sill heights; eave dimensioned in relation the finished exterior grade; roof pitches; and material designations labeled and dimensioned.
  - c. Any models, perspectives, and renderings that have been prepared.

- 4.5 **Final Design Review.** The Final Design Review has been established to ensure that the Owner's designs for all improvements are in compliance with the *Living Traditions Pattern Book*. In addition, this step in the review process is to verify the incorporation of CLDC's recommendations from the Preliminary Review. Upon completion of this stage of the design review process, the design will be either 1.) approved without exception, 2.) approved with conditions or 3.) rejected. If the design is approved without exception, the Owner may proceed with the construction of the proposed Improvement. If the design is approved with conditions, the Owner must submit the required modifications and additional information to the CLDC. Once this information is reviewed and approved by the CLDC, the Owner may proceed with the construction of the proposed

improvements. If the Owner does not agree to make the required modifications, the plans will be considered rejected. If the plans are rejected, the Owner will re-design and re-submit the plans to the CLDC for consideration for approval.

In order to assist those involved in the review and use of the final Design Drawings, please use the following guidelines in the preparation and organization of the drawings:

- All drawings and notes should be on same size sheets, no larger than 24"x36" (bound)
- All information required for CLDC Final Design Review should be on the drawings
- All sheets should include a sheet number; date of issuance; lot number; street address; architect's or Residential Designer's name and contact information; space of 4"x4" for CLDC approval stamp.
- The first sheet of the final Design Submittal should include a list of all sheets included in the submittal set; a summary of floor areas of heated and not-heated covered spaces including porches, garages, and rooms over garages; and a delineation of the building code which the home was designed under.

Submittal Requirements:

1. All submittals required or optional in the Preliminary Design Review. Additionally:
2. Typical Porch Section. Minimum Scale 3/4" = 1'-0" which are fully dimensioned and noted.
3. Exterior Details. Minimum Scale 1 1/2" = 1'-0" which are fully dimensioned and noted showing 1) eave and cornice details, 2) chimney details, 3) column details, 4) porch and railing details, 5) window-head, jamb, and sill details, 6) door and door frame details, 7) exterior siding details (corner boards, foundation, jointing, brick bonds, etc.), and 8) material designations (labeled and dimensioned).
4. Fences and Garden Walls. Minimum Scale 3/4" = 1'-0". Fully dimensioned and noted.
5. Conceptual Landscape Plan. Minimum Scale 1/8" = 1'-0" showing location of planting beds, shrub and tree locations, hardscape elements, and lawn areas.
6. Product and Material Samples including 1) photographs or cut sheets from manufacturers' catalogs of proposed windows, doors, lighting fixtures, etc.; 2) materials listing and color samples for all exterior elements; and 3) If any of the materials or colors differ from what is shown on the approved exterior materials list, samples must be provided to the CLDC.

4.6 **Building Permit.** After the owner has submitted the Final Design Review and also has received a CLDC report showing "Approved" or "Approved as Noted", the owner shall make application for a Building Permit from the Town of Carlton Landing. Construction shall not commence until a Building Permit has been obtained.

4.7 **Stakeout Review.** The Stakeout Review verifies that the placement of the house

and ancillary structures are consistent with the approved design. The Owner or the Owner's builder is required to stakeout the position of the house and ancillary structures. All trees over 4" caliper to be removed will be tagged and all corners of any buildings should be clearly shown. The Owner or the Owner's builder should request an appointment for the Stakeout Review with a representative of the CLDC at least 7 days prior to the review. A Building Permit must be obtained from the Town of Carlton Landing before starting construction.

- 4.8 **Periodic Reviews.** Representatives of the CLDC will be allowed unrestricted access to all job sites to verify that the work being performed is in compliance with the architectural standards set forth and the approved design.
- 4.9 **Final Inspection.** Upon completion of construction and prior to obtaining a Certificate of Occupancy, the Owner should provide a written request for Final Inspection to the CLDC at least 7 days prior to the requested review date. During the Final Inspection, a representative of the CLDC will review the house to verify that the exterior of the house was built in substantial compliance with the approved design.
- 4.10 **Changes to Approved Designs.** Any changes, prior to or during construction, to the plans that were submitted and approved by the CLDC at the Final Review, must receive written approval from the CLDC prior to execution. If changes are made without prior written approval from the CLDC, the CLDC has the right to require the Owner to remove, revise and replace the unauthorized change at the Owner's expense.
- 4.11 **Alterations to Existing Structures and Lot Improvements.** If an alteration is **minor** in scope (including but limited to, fences, modifications/additions to landscaping, pools) the Owner will provide information fully describing the intended improvements to the CLDC. The CLDC reserves the right to request additional information in order to review the proposed plans. If an alteration is **significant** in scope (including but not limited to porches, new wings or additions) and exceeds a projected budget greater than \$10,000, the Owner will follow the same design review process that has been established for a new house. All alterations will follow the design review process with the associated fees as defined in Article 3.3. Approval of any changes by CLDC does not relieve the Owner of their obligation to obtain any and all governmental approvals. The CLDC's approval, in writing, of the proposed alterations and/or improvements is required before work on the alterations and/or improvements may commence.

## EXHIBIT "A"

### CARLTON LANDING ARCHITECTS GUILD MEMBER LIST (AS OF AUGUST 2017)

Members of the Carlton Landing Architects Guild were selected by the Town Founder because they each possess a refined talent to create good design which is evidenced by a substantial body of past work.

Further, they have gained a clear understanding of the Carlton Landing Living Tradition. Most importantly, these professionals are known to have a manner and personality that is a pleasure to work with.

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