



DESIGN REVIEW PROCEDURES

Version 2025

(Revised April 2025)

April 21, 2025

Hello Neighbor!

Welcome to Carlton Landing!

We're thrilled you've chosen to be part of this special community. Back in 1972, my grandfather, Jack Carlton Humphreys—whom our town is proudly named after—stood exactly where you are today. He had just purchased a lot on Lake Eufaula and was planning a lake house for his family. Over the next 40 years, the home he built became a tremendous blessing to our family, friends, and even those simply passing through. It brought us closer together and created countless memories filled with laughter, sun-soaked days, and late-night poker games. Now, it's your turn to experience the lake lifestyle, make memories of your own, and build a home that will bless you and those you love for years to come.

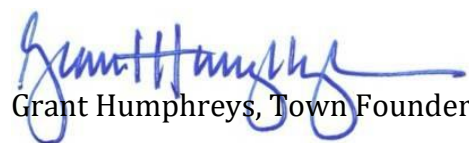
At Carlton Landing, we believe that places are largely defined by their design—or the absence of it. That's why we prioritize thoughtful, harmonious, and proven architectural design to preserve the visual integrity and charm of our community. To support this, the Carlton Landing Design Committee (the "CLDC") has established the **Carlton Landing Living Tradition – Design Code** (the "Living Tradition").

By taking title to property in Carlton Landing, owners agree to embrace the Living Tradition and follow its guidelines for site planning, architectural design, detailing, and landscaping. These guidelines are explained in more detail in the **Declaration of Covenants, Conditions, and Restrictions for Carlton Landing** (the "Declaration"). **The Living Tradition** and these **Design Review Procedures** apply to all improvements in Carlton Landing, whether it's new construction, additions, expansions, or modifications to existing structures.

The Design Review process exists to ensure quality craftsmanship and protect your home investment, while also supporting the long-term appreciation of property values throughout Carlton Landing. We've worked hard to streamline the process, so it is effective, straightforward, and respectful of your time and patience.

Thank you again for becoming part of our community. We believe it's no small thing to be able to call you "neighbor." Living in community with others is a special blessing, and we hope your time in Carlton Landing becomes one of the greatest chapters of your life.

See you on the front porch!



Grant Humphreys, Town Founder

TABLE OF CONTENTS

SECTION 1: PURPOSE, FUNCTION, POWERS & DUTIES	PAGE 4
Purpose and Function	1.1
Powers and Duties	1.2
Scope of Reviews	1.3
Enforcement Powers	1.4
Legal Disclaimer	1.5
SECTION 2: DESIGN DEVELOPMENT & PLAN SELECTION	PAGE 6
Carlton Landing Architects Guild	2.1
Pre-Approved Plans vs. Custom Design	2.2
Site Considerations	2.3
Design Fees	2.4
SECTION 3: DESIGN REVIEW – GENERAL INFORMATION	PAGE 8
Review of Design Submissions	3.1
Design Review Application Form	3.2
Design Review Fees	3.3
Design Variance	3.4
Additional Meetings with CLDC	3.5
SECTION 4: DESIGN REVIEW PROCESS	PAGE 9
Fast Track Process	4.1
Orientation Meeting	4.2
Conceptual Design Review	4.3
Preliminary Design Review	4.4
Final Design Review	4.5
Building Permit	4.6
Stakeout Review	4.7
Periodic Reviews	4.8
Final Inspection	4.9
Changes to Approved Designs	4.10
Alterations to Existing Structures and Lot Improvements	4.11
Exhibits: Design Review Submittal Requirements	
Exhibit “A” – Members List – Architects Guild	PAGE 14
Exhibit “B” – Architecture Design Review Checklist	PAGE 15

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 farmhouse 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. 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 considering 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 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(s) and/or sub-contractor(s) have 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 for creating 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. If 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. The Living Tradition establishes limits on the portion of a lot that may be covered by roofs and/or impermeable surfaces to ensure that stormwater management functions effectively within common areas. If additional lot

coverage is needed, lot coverage credits may be purchased, up to specified limits. The proceeds from these purchases will be allocated to enhancing common area stormwater management features. 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 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 are required, 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 submitted to the online Design Review Portal at <https://carltonlanding.com/my-account/>.
- 3.2 **Design Review Application Form.** To commence the design review process, an Owner must complete and execute the Design Review Application Form on the online Design Review Portal at <https://carltonlanding.com/my-account/> 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 paid online at <https://carltonlanding.com/my-account/>. No design review work will commence unless the payment is received in full. 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 **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.
- 4.2 **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 submission online at <https://carltonlanding.com/my-account/>.
 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.
- 4.3 **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.) revise and resubmit. 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 revise 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 Designer's name and contact information; space of 4"x4" for CLDC approval stamp.

Submittal Requirements:

1. Project Cover Sheet. Project name, plat phase, lot and block number, address, and brief project description; all information about project owner and design team; sheet index; transect type, building type, square footage, total floor area under roof (TFAUR), lot coverage ratio, cubic volume of home, general notes and legends, and any other necessary elements.
2. Proof of Ownership. The owner should provide one or more of the following documents as proof of ownership; recorded deed, title commitment or title insurance policy, property tax statement, or settlement statement from closing.
3. 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, drainage features, and street rights-of-way 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, electrical transformers, pedestals, sewer cleanouts, water meter boxes, and other elements.
4. Proposed Construction Staging Plan. Scale 1/16" or 1/20" = 1'-0" which includes north arrow; accurate lot lines, site access points, temporary fencing and barriers, material storage area, portable restroom location, dumpster and waste disposal location, heavy equipment staging, delivery and loading zones, worker parking, erosion control and stormwater management, and other general construction notes.
5. Existing & Proposed Final Grading Plan. Scale 1/16" or 1/20" = 1'-0" which shows existing contours and how the grading will be modified by the construction of the home. It should clearly indicate the direction of drainage and any proposed drainage features such as ditches and swales.
6. 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.

7. 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.
8. Proposed Landscape Plan. Minimum Scale $1/8'' = 1'-0''$ showing location of planting beds, shrub and tree locations, hardscape elements, and lawn areas. 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.

4.4 **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.) revise and resubmit. 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.

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. 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.
- 4.5 **Construction Completion Escrow Deposit.** Prior to the owner or assigned owners representative has received the Final Design Review marked "Approved" by the CLDC, the owner shall submit payment for a Construction Completion Escrow Deposit online at <https://carltonlanding.com/my-account/>. This \$2,500 refundable deposit will be issued to the owner upon a successful Final Inspection, provided no damage to the surrounding infrastructure is found.
- 4.6 **Building Permit.** Once the Owner or the Owner's designated representative has successfully submitted the Construction Completion Escrow Deposit online, they will receive the Final Design Review marked "Approved." At that point, they must apply for a Building Permit from the Town of Carlton Landing. No construction may begin until the Building Permit has been issued.
- 4.7 **Stakeout Review.** The Stakeout Review ensures that the placement of the house and any ancillary structures aligns with the approved design. The Owner or their builder must mark the ground with stakes indicating the position of the house and any ancillary structures. All trees over 4 inches in caliper slated for removal must be tagged, and all building corners clearly marked. The Owner or builder must request a Stakeout Review appointment with a CLDC representative at least 7 days in advance.
- 4.8 **Periodic Reviews.** CLDC representatives shall have unrestricted access to all job sites to verify compliance with the approved design and architectural standards throughout construction.
- 4.9 **Final Inspection.** Upon completion of construction, and prior to obtaining a Certificate of Occupancy, the Owner must submit a written request for a Final Inspection to the CLDC at least 7 days before the requested inspection date. During the Final Inspection, a CLDC representative will verify that the exterior of the home has been built in accordance with the approved design.
- 4.10 **Certificate of Occupancy.** Once construction is complete, the Owner or their designated representative must obtain a Certificate of Occupancy from the Town of Carlton Landing before occupying the home.

- 4.11 **Changes to Approved Designs.** Any changes to the approved design plans—whether before or during construction—must receive prior written approval from the CLDC. Unauthorized changes made without written approval may require removal, revision, or replacement at the Owner’s expense, at the discretion of the CLDC.
- 4.12 **Minor Alterations.** If the CLDC deems an alteration to be minor in scope (including, but not limited to, fences, landscaping modifications, or pools), the Owner must submit detailed information describing the proposed improvements. CLDC may request additional information as needed. All minor alterations must follow the design review process, including associated fees as outlined in Article 3.3. CLDC approval does not exempt the Owner from obtaining any necessary governmental permits. Written approval from the CLDC is required before any work may commence.
- 4.13 **Significant Alterations.** If the CLDC deems an alteration to be significant in scope (including, but not limited to, porches, new wings, additions) or if the projected budget exceeds \$5,000, the Owner must follow the same design review process required for new construction. All significant alterations are subject to the fees specified in Article 3.3. CLDC approval does not relieve the Owner of the obligation to secure any required governmental approvals. Written approval from the CLDC is required before any work may begin.

EXHIBIT "A"

CARLTON LANDING ARCHITECTS GUILD MEMBER LIST

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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EXHIBIT "B"

ARCHITECTURAL DESIGN REVIEW COMMITTEE CHECKLIST

Reference "Design Review Procedures Version 2025", sections referenced above.

- ☐ ADC Application *Section 3.2*
 - Completed & signed application by OWNER
- ☐ Payment *Section 3.3*
 - Payment for INITIAL submitted review process (if applicable) (*No payment will result in no review.*)
- ☐ Inspiration Images (Optional)
 - Submitted inspiration images (helpful for context)
- ☐ Project Cover Sheet *Section 4.4*
 - Include project details, owner and design team information, sheet index, zoning and building data, lot coverage, cubic volume, general notes, and other essential elements.
- ☐ Proof of Ownership *Section 4.4*
 - The owner should provide a recorded deed, title commitment or insurance policy, property tax statement, or settlement statement as proof of ownership.
- ☐ Proposed Construction Staging Plan (TO SCALE) *Section 4.4*
 - Lot lines, site access, storage, restrooms, dumpsters, equipment staging, parking, erosion control, and notes.
- ☐ Proposed Site Plan (TO SCALE) *Section 4.4*
 - Site plan showing property boundaries, existing structures, proposed building placement, and landscape features
- ☐ Existing & Proposed Final Grading Plan (TO SCALE) *Section 4.4*
 - Grading plan showing existing and proposed final topography and ground elevations
- ☐ Proposed Floor & Roof Plans (TO SCALE) *Section 4.4*
 - Interior floor plan(s) showing room layouts and dimensions and roof plan.
- ☐ Proposed Elevations (TO SCALE) *Section 4.4*
 - Elevations of all sides of the proposed building
- ☐ Building Sections (TO SCALE) *Section 4.4*
 - Vertical cross-sections of the building showing relationships between spaces and structural components

- ☐ Wall Section (TO SCALE) *Section 4.4*
 - Detailed vertical section showing construction of the exterior walls
- ☐ Porch Section (TO SCALE) *Section 4.5*
 - Detailed section view of the porch area, including structural and design details
- ☐ Exterior Details (TO SCALE) *Section 4.5*
 - Detailed drawings of key exterior features, including:
 - Eave & cornice details
 - Chimney details
 - Column details
 - Porch & railing details
 - Exterior siding details
 - All details should be labeled and fully dimensioned
- ☐ Fence & Garden Wall Details (TO SCALE) *Section 4.5*
 - Detailed drawings of proposed fence and garden wall construction
- ☐ Landscape Plan (TO SCALE) *Section 4.5*
 - Landscape plan showing existing and proposed planting, hardscaping, and other landscape elements
- ☐ Specifications
 - Written document outlining materials, finishes, construction methods, and other key specifications for the project.