

MEADOWMONT
OF CHAPEL HILL

Architectural Review Board Procedures

For

Alterations and Additions to Your Existing Home

New builds: use Architectural Design Guidelines

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An East West Partners Community

www.meadowmont.com

Updated March 2007

Dear Meadowmont Homeowner:

Welcome. Your choice to purchase a home in Meadowmont makes you a member of a select group to be part of an exciting new living experience. Chapel Hill and the Research Triangle are at, or near, the top of every list of ideal places to live in the United States. The addition of Meadowmont, with its unique amenities, can only enhance that reputation.

One of the things that no doubt attracted you to Meadowmont was the unique architectural character of the community. One of our objectives was to create an attractive community in harmony with the existing architecture of Chapel Hill. To assure that this objective will be met the Meadowmont Community Association has organized the Meadowmont Architectural Review Committee (MARC) to review and approve all plans for new home construction and for alterations and additions to existing homes.

Extensive research into Chapel Hill's historic architecture has found the prominent architectural styles to include Colonial Revival, Craftsman, Neoclassical and Greek Revival. Your builder has gone through an extensive review process to assure that your home is compatible with the existing architecture in Chapel Hill, and that it meets the *Architectural Design Guidelines (Guidelines)* established by the MARC. The purpose of this document is to assure that you understand the procedures you should follow when planning alterations, additions or improvements to your existing home.

We ask that you help us maintain the architectural integrity of Meadowmont by being sensitive to the requirements of the MARC. Please call or e-mail me if you have questions concerning the procedures on the following pages. As always, I also welcome your suggestions about all Community Association activities.

Sincerely,

Bill Ferrell, Manager
Meadowmont Community Association
meadowmont@nc.rr.com
919-240-4682 office

ARCHITECTURAL REVIEW COMMITTEE Purposes and Procedures

The Purposes of the Meadowmont Architectural Review Committee (MARC)

The MARC has a four-fold purpose:

- To guide residential development in architectural compatibility and correctness.
- To assure that all **additions and alterations to existing homes** meet the same standards of design excellence as the existing structure.
- To assure that any **proposed improvements** meet the regulations of the Town of Chapel Hill and Orange County.
- To assist residents maintain or enhance the value of their homes.

Alterations and Additions Requiring MARC Approval

Alterations and additions that require MARC approval include, but are not limited to:

- Any addition to an existing dwelling
- Decks, patios, porches, screened porches, etc.
- Changes to the facade of the house (e.g. shutters, color changes, etc.)
- Gazebos
- Storage sheds
- Playhouses or play equipment
- Fences
- Major landscape projects
- Retaining walls
- Satellite dishes

MARC Procedures

1. Proposed alterations, additions or improvements to all homes in Meadowmont must be submitted to the MARC for final review and approval prior to beginning any construction or landscaping.
2. Failure to comply with MARC requirements may result in the Property Owner not getting final approval and having to remove and/or reconstruct improvements and restore landscape features affected.
3. The property owner must submit one copy of the Alterations and Additions Application package which should include:
 - A scaled site plan or reasonable facsimile showing the location of the proposed alteration or addition, the existing building, and property lines.

- Detailed construction drawings of any alteration or addition drawn to scale. Drawings should include a full view of the addition, with elevations, as it will look attached to the existing structure.
- Samples of colors and materials, if different from the existing building.
- Drawings or photographs showing the existing conditions before the proposed changes.
- A landscape plan and planting schedule, if applicable.
- Perspective drawings of complex projects.

All submittals should be in 8 ½" x 11", one-side only format.

1. The MARC typically meets the 1st Tuesday of each month. Copies of MARC decisions and meeting summaries are forwarded to the Meadowmont Development Company, the Meadowmont Community Association and property owners within ten (10) days of the application review.
5. Applications should be submitted by the Friday before the MARC meeting at which it will be reviewed. Property Owners must provide all required information before it can be scheduled for review.
6. All proposals should be submitted to the MARC at the Meadowmont Community Association Office, 1201 Raleigh Road, Suite 204, Chapel Hill, NC 27517, ATTN. Bill Ferrell.

Helpful Hints

We want to make the Alterations and Additions Application process as painless as possible. Here are a few suggestions that might help you in your planning:

1. You should have received a copy of your site plan when you closed on your house. If you did not, site plans for your lot are on file at the Meadowmont Office. They include setbacks and allocations for impervious areas that must be considered when planning additions or outbuildings.
2. Guidelines for specific projects (e.g. landscaping, fences, additions, play areas, etc.) are included in this document.
3. You might want to consider scheduling a meeting with the Manager of the Community Association before you begin to plan your project. The purpose of such a meeting will be to review the procedures and your timeline and to consider suggestions that will assure project approval.
4. In the case of complex projects you should consider attending the MARC review meeting and, perhaps bringing your architect or designer. In many cases, however, the Manager of the Community Association can give tentative approval to your project and then present it to the MARC without the necessity of you meeting with the committee.

5. Most projects requiring MARC approval will have some impact on your neighbors. Please show consideration by discussing your project with them before you submit it for approval. This will assure compatibility of neighborhood projects and avoid possible future conflicts.

ARCHITECTURAL DESIGN GUIDELINES

General

1. The following are general items of preference. Refer to the full Meadowmont Architectural Guidelines for complete details and requirements.
2. It is the owner's responsibility to verify acceptance by the required utilities or the Town of Chapel Hill for all site improvements, fences, etc. within utility or Town easements.

Additions

1. Additions should be compatible in scale, character, materials and color with the original house.
2. Additions should be located to minimize the removal of trees and the destruction of natural areas

Impervious Surfaces

1. Impervious surfaces include buildings, pavement, gravel drives, recreation facilities, or any surface composed of any material that impedes or prevents natural filtration of water into the soil.
2. Allocations of impervious area are established by the Town of Chapel Hill for each single-family lot and are specified in the deed for that property. Additions or improvements that include an increase in impervious area beyond this specified allowance **will not** be approved.
3. Any project which includes an increase in impervious areas will be carefully reviewed by the MARC. Impervious areas must be measured and submitted to the MARC with each Alterations and Additions Application package.

Fences

1. It is strongly recommended that fences be used in Meadowmont only when necessary for the protection of children or pets. Wherever possible, landscaping should be considered as an alternative to fencing.
2. Fences should be integrated into the architectural character of the house.
3. Fencing visible from the street must be “finished” to complement the home. Fences pictured on the following pages, as well as open metal picket fences, will be automatically approved. Other styles will be considered on a case-by-case basis.
4. Rear yard fences may be up to 5'- 0” high. All rear yard fences visible from the street shall be screened with landscaping. All 5'-0” high fences shall be located no closer to the street than the rear corner of the house. Corner lot fences shall be located no closer than the front face of the adjacent house to maintain visibility from the adjacent house to the street.
5. Solid fencing is not recommended. A minimum of 1” spacing between pickets should be provided.
6. Chain-link and horizontal rail fences are **not** permitted.
7. Fences with only one side finished shall always have the finished surfaces facing out. Fences visible from the street are to be painted to match the house trim color, or stained as approved by the MARC. Other non-visible wood fencing may be left natural as approved by the MARC.
8. Wherever possible, fences shall be located so that trees do not have to be removed.

Landscaping

1. Meadowmont is committed to furthering the concept of “Xeriscape” (low water demand) landscaping for all properties. A list of recommended plants and their planting conditions is available in the Meadowmont Community Association Office.
2. The proper selection of plants and turf varieties that demand little or no watering once established is recommended.
3. Every effort should be made to protect tree buffers along the rear of each lot and to protect or re-vegetate side and front yards.

4. Stone is recommended for retaining walls. Other native materials such as brick and timber will be considered on a case-by-case basis for walls visible from the street.

Outdoor Living Areas and Outbuildings

1. Outdoor living areas (patios, pools, cabanas, gazebos, play yards, etc.) are encouraged **but must be included in the impervious area computation** for each lot.
2. Outdoor living areas are subject to the established setbacks.
3. Outdoor living structures should be finished to match or coordinate with the house architectural style.
4. Dog houses shall be located so they are not obtrusive or visible from the street or adjacent houses. Pre-fab chain-link fence dog runs will not be allowed unless painted black or dark green, screened by wood fencing and/or located within a heavily planted area.
5. Play equipment shall be placed in rear yards and shall not be easily visible from the front street or adjacent houses. Natural wood equipment is encouraged. Painted metal equipment shall be dark green or brown to blend with natural areas. Landscape screening or fencing may be required by the MARC at some highly visible locations (i.e. corner lots).
6. Play houses shall be placed in rear yards and must be in scale with the size of the house, yard, and other outbuildings. They must be finished to match the house architectural style.
7. Skateboard and bike ramps and other similar structures are **not** allowed.
8. Above-ground swimming pools are **not** allowed. In-ground pools are allowed and will be reviewed on a case-by-case basis prior to beginning construction. Pools shall comply with all local and state safety requirements. All swimming pool concrete decks are considered impervious.

Porches, Decks and Patios

1. Porches are recommended on all lots. Wrapped porches are recommended on all corner lots. It is suggested that additional doors and steps be located on a wrapped porch where appropriate (e. g. private door from a living, dining or bedroom area.)
2. All porches, decks and stair risers must be enclosed. Lattice used under front porches must be a horizontal pattern. Diagonal lattice may be used under

rear porches and decks. Lattice must be framed between structural members and trimmed out in wood.

3. All rear decks and porches visible from a street shall be finished to match the front porch detailing and colors. Additional landscape screening may be required at visible decks.
4. All exposed vertical wood trim, risers, stringers, etc. must be painted to match the trim color.
5. Where grades and impervious surface requirements allow, patios are encouraged instead of decks.
6. Brick pavers, textured concrete and other similar surfaces are encouraged for all sidewalks and patios.
7. Decks and patios should be located at the rear of the house or located within a fully enclosed area.
8. Sizes of porches, decks and patios shall be consistent with the size of the house and yard and will be reviewed with respect to their visual impact on adjacent property.

Mailboxes

1. The Town of Chapel Hill requires the use of mailboxes at the street for single-family homes.
2. When your house was built an approved mailbox was installed. **No other type will be approved by the MARC.**
3. If it becomes necessary to replace a mailbox please contact the Community Association office for ordering information.

Lighting

1. All neighborhoods in Meadowmont will have street lights to assist vehicle drivers find your house. However, you are encouraged to install post lights and low impact grade level lighting situated near the sidewalks to help promote safety for walkers.
2. Requests for the addition of post lamps must include the size and style proposed.

Flags and Flagpoles

1. Flags and flagpole requests, other than porch mounted 4' x 6' American or decorative flags, must be submitted to MARC for approval.