

## DESIGN REVIEW PROCESS:

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## THE KENOZA LAKE ESTATES PROJECTS DESIGN REVIEW PROCESS

As a Property Owner, you should follow the steps outlined below if you are contemplating constructing a residence at the Kenoza Lake Estates Projects located in Kenoza Lake, New York.

### CHOOSE AN ARCHITECTURAL OR DESIGN FIRM

The residence of other improvement must be designed by a firm experienced with residential plans. Specialized design skill and an understanding of site and environmental possibilities are of major importance in realizing the special character and quality you want your residence or improvement to have. Be sure that the firm designing your residence or improvement reads the Design Guidelines and becomes familiar with all other documents of the development.

### ARCHITECTURAL COMMITTEE

Initially, the Architectural Committee shall consist of the following individuals who are Officers and Directors of Kenoza Lake Development, LLC: Marc Dubrovsky, Glen Fodor and Neal Fisher or their designated representatives (which designation shall be in writing). Upon the sale of twenty-five (25) lots within the Kenoza Lake Estates Subdivision, the Architectural Committee shall consist of one (1) member of the Homeowner's Association (duly elected by the Homeowner's Association) and two (2) of the Officers and Directors of Kenoza Lake Development, LLC or their designees. Upon the sale of all lots within the Kenoza Lake Estates Subdivision, the Architectural Committee shall consist of three (3) members of the Homeowner's Association (duly elected by the Homeowner's Association). The Architectural Committee shall act by a majority vote.

### PRE-DESIGN MEETING

Prior to preparing either a Preliminary Plan for your Lot or any proposed improvement you must meet with the Architectural Committee to discuss your particular site and to identify concerns. This meeting will provide you with guidance prior to the initiation of design work and will acquaint you with the Architectural Committee. Your Pre-Design Meeting may be scheduled with the Secretary of the Architectural Committee through the offices of Kenoza Lake Development, LLC.

## PRELIMINARY PLAN

After the Pre-Design Meeting, have a Preliminary Plan prepared for your Lot. The purpose of this plan is to communicate to the Architectural Committee your design intentions. This important early review is to ensure that initial design conforms with the concepts contained in the Design Guidelines.

The Preliminary Plan submittal shall include two copies of each of the following:

- A. A written explanation of the design approach;
- B. A graphic explanation of the design concept through a Site Plan, Floor Plans, Elevations, Roof Design Character and Landscape Plan of the proposed structure.
- C. A preliminary Estimate of Construction Costs.

The graphic submittal can be in any medium, but must be clearly labeled with pertinent information including Lot number, date of filing and name, address and phone number of the Owner and the design firm.

The Preliminary Plan is to be submitted to the Secretary of the Architectural Committee at least 14 days prior to a meeting of the Architectural Committee.

## CONTRACT DOCUMENTS

When the Preliminary Plan is approved, you must submit Contract Documents (working drawings) that conform with the approved plans. Any changes from the Preliminary Plan submittal must be brought to the attention of the Architectural Committee.

The Contract Document submittal shall include two copies of the following:

- A. Site Plan (presented at a minimum of 1"=10'0")  
Indicate proposed building footprint, roof line, property boundaries, easements, utility locations, utility meter locations, existing vegetation, driveways, sidewalks, decks and any other proposed improvements. Indicate scale and north direction;
- B. Vicinity Plan (presented at 1"=50'0")  
Show relationships to adjacent properties, designated view corridors, easements and any other existing pertinent information;

- C. **Floor Plans (presented at a minimum 1/4"=1'0")**  
Include all room dimensions, door and window locations and sizes, and locations of mechanical and electrical systems;
- D. **Exterior Elevations and Details (presented at a minimum of 1/4"=1'0")**  
Indicate the exterior appearance of all views labeled in accordance with the Site Plan, height of chimney, natural and finished grade for elevations of all views. Describe all exterior materials, colors and finishes (walls, roofs, trim, chimneys, windows, doors, etc.) The elevation drawings should indicate material textures. Provide design details to sufficiently represent the visual expression of the building, exposed connections and material interfaces;
- E. **Building Sections (presented at a minimum of 1/4"=1'0")**  
Indicate building walls, floors, interior relationships, existing and finished exterior grades and any other information needed to clearly describe the interior/exterior relationships of the building;
- F. **Construction Schedule**  
Include starting and completion dates of the residence or other improvement as well as the landscape work;
- G. **Landscape Plan with preliminary cost estimate (details may be submitted to the Architectural Committee at an agreed upon later date).**
- H. **Based upon its initial review, the Architectural Committee may require additional information or re-submission.**

## **BUILDING PERMIT**

Upon approval of your plans by the Architectural Committee, you must obtain a Building Permit from the Town of Delaware which has certain submittal requirements that must also be met. Permits for boat houses, permanent or floating docks, gazebos, tree houses, tennis/basketball courts and accessory buildings, etc., may require other approvals/regulatory approvals.

## ON-SITE INSPECTIONS

During construction of your residence or other improvement, Town of Delaware or other appropriate regulatory/governmental agencies inspections and Architectural Committee inspections may be conducted. It is the responsibility of the homeowner to ensure that construction conforms to the plans.

## CHANGES IN PLANS

No significant changes in the exterior plans or materials approved by the Architectural Committee may be undertaken without written approval by the Architectural Committee. No work shall be undertaken (other than routine maintenance and repair) which will result in changes to the unit's exterior without prior written approval from the Architectural Committee.

## CONSTRUCTION SCHEDULE

All construction is approved by the Architectural Committee based on a commitment by the Property Owner that the work is to be prosecuted uninterrupted by reputable work crews and that the Construction Schedule submitted shall be adhered to. No proposed improvements are permitted to be left unfinished.