

**DESIGN GUIDELINES**

**HUTTON ESTATE  
HICKORY, NORTH CAROLINA**

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HICKORY, NORTH CAROLINA**

**ACKNOWLEDGEMENT**

**I (we) hereby declare that I (we) have received a copy of the Declaration of Restrictive Covenants and Design Guidelines for Hutton Estate.**

Date: \_\_\_\_\_ (Seal)

\_\_\_\_\_  
Print Name

\_\_\_\_\_ (Seal)

\_\_\_\_\_  
Print Name

*Design Review Team  
Hutton Estate  
2001*

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***Hutton Estate  
Design Review  
Process and Timeline***

**Steps must be followed in the sequence below to ensure compliance.  
Please review and refer to the HUTTON ESTATE DESIGN REVIEW PROCEDURE for forms and additional  
information. Keep this as your checklist.  
Thank you**

<b>Time</b>	<b>Item</b>	<b>Submitted (date)</b>	<b>Approved</b>	<b>Returned (w/ comments)</b>
3 days	Lot Reservation/Contract	_____	<input type="checkbox"/>	<input type="checkbox"/>
10 days	Preliminary Sketch (Form A)	_____	<input type="checkbox"/>	<input type="checkbox"/>
3 days	Lot Contract	_____	<input type="checkbox"/>	<input type="checkbox"/>
10 days	Building Permit (City)	_____	<input type="checkbox"/>	<input type="checkbox"/>
10 days	Construction Doc Review (Form A-approved & Form B)	_____	<input type="checkbox"/>	<input type="checkbox"/>

**Construction Commencement can only begin after the above steps have been completed and approved**

5 days	Certificate of Occupancy (City)		<input type="checkbox"/>	<input type="checkbox"/>
10 days	Final Inspection (Form C)		<input type="checkbox"/>	<input type="checkbox"/>
10 days	Minor Changes (Form D)		<input type="checkbox"/>	<input type="checkbox"/>

## HUTTON ESTATE ARCHITECTURAL REVIEW PROCEDURE

All documents shall include the name of the project, "Hutton Estate", and the date. Plans and specifications shall be detailed so that all significant aspects of construction are clearly identified and understandable by construction professionals. Submit two copies of all documents & drawings to:

Hutton Estate Architectural Review Board (HEARB)  
C/o Hutton Estate, LLC  
P.O. Box 1029  
Hickory, NC 28603  
(828) 261-1045

### STEP 1. Review the following Documents:

- A. Your Lot Purchase Reservation/Agreement
- B. The Hutton Estate Declaration of Covenants, Conditions, and Restrictions.
- C. The Hutton Estate Design Review Procedure.

You may wish to retain an architect or qualified professional design consultant.

**STEP 2. Preliminary Sketch Review.** This review confirms a correct interpretation of The Hutton Estate Code and should be submitted prior to building permit application. Builders may submit multiple plans for review.

- A. **Form A : Sketch Review Application**
- B. **Schematic Design Drawings as outlined below:**
  - 1. **Preliminary Site Plan** at (1" = 40', 1"=30' or 1"=10') showing:
    - Property lines with dimensions and total square footage.
    - Building footprints with entries delineated.
    - Drives, walks, gardens, and pools with dimensions of each.
    - Existing trees that will be saved.
  - 2. **Preliminary House Plans** (1/8"=1' or 1/4"=1') showing:
    - Building elevation in relation to ground level.
    - Openings, doors, and windows.
    - Principal materials rendered and specified.
    - Floor plans.
    - Overall Height from ground level.
    - Roof pitch.

## HUTTON ESTATE DESIGN REVIEW PROCEDURE, continued

**STEP 3. Construction Documents Review.** This review checks the construction documents for compliance with The Hutton Estate Covenants and verifies that recommendations made by HEARB have been incorporated. Conformity to applicable local regulations and building codes is the responsibility of the architect. This should be submitted at the time of building permit application.

**A. Form A: Sketch Review Application** bearing the HEARB Seal of Approval.

**B. Form B: Materials and Finishes List**

**C. Construction Documents** as outlined below :

1. **Site Plan** (1" = 40', 1"=30' or 1"=10') showing:
  - North arrow.
  - Property lines with dimensions and total square footage.
  - Building footprints with entries delineated. Show overhangs if applicable.
  - Proposed Finished Floor Elevations of basement and first floor.
  - Drives, walks, gardens, and pools with dimensions of each.
  - Existing trees with diameter at breast height.
2. **Floor Plans** (1/8"=1' or 1/4"=1') showing:
  - Rooms dimensioned and uses labeled.
  - All windows and doors with swings shown.
  - All overhangs of floors and roofs as dashed lines.
  - Overall dimensions.
  - Total square footage (climate controlled and open, covered space).
3. **Elevations** (1/8"=1" or 1/4"=1') showing:
  - Openings, doors, and windows.
  - Principal materials rendered and specified.
  - Building elevation relative to ground level.
  - Overall height from ground level.
  - Roof pitch.
4. **Details** (3/4"=1' or 1-1/2"=1') showing:
  - Watertable
  - Corners
  - Eaves
  - Door & Window surrounds
  - Porches
  - Others as requested by HEARB
5. **Landscape Plan:** A final plan is required for approval within ninety days of the Construction Documents Review or sixty days prior to occupancy.

The owner may be asked by HEARB to provide a string stakeout of the lot, building, garden walls, fences and trees to be removed. The HEARB will review for conformity with the design intention expressed in the HEARB-approved plans and will approve, approve with stipulations or deny continued construction. See Form A for review fees if applicable.

## **HUTTON ESTATE DESIGN REVIEW PROCEDURE, continued**

If you have not selected a builder by this time, you should do so now. HEARB has a list of approved builders. If you choose to use a builder that is not on this list, see “Approval of Builders” for more information.

**Construction Commencement:** Construction may begin upon receipt of the Construction Documents Review plans bearing the HEARB Seal of Approval, together with the Construction Deposit and a copy of the Building Permit. The HEARB reserves the right to inspect properties in the field for compliance during any stage of construction.

**STEP 4. Final Inspection.** Upon completion of construction submit the following (one copy of each):

- A. Form C: Final Inspection Application.**
- B. Final Certified Survey (“As Built”).**
- C. Certificate of Occupancy.**

A building(s) may be occupied upon receipt of Form C: Final Inspection Application bearing the HEARB Seal of Approval.

**STEP 5. Minor Changes(s).** 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.

To do so submit the following:

- A. Form D: Minor Change Application.**
- B. Applicable support data and drawings** as necessary to describe the change(s). Please note that major deviations may require full HEARB approval prior to commencement of changes.

A minor change may be executed upon receipt of Form D. Application for Change(s) bearing the HEARB Seal of Approval.

## HUTTON ESTATE ARCHITECTURAL REVIEW PURPOSE AND POLICIES

- A. Function of the Hutton Estate Architectural Review Board (otherwise known as HEARB).** To encourage the architectural harmony of Hutton Estate, the developer and all property owners are bound by regulations defined in the Hutton Estate Declaration of Covenants, Conditions and Restrictions, and by the requirements contained in this document. To that end, no structure or improvement shall be erected or altered until approvals described in this document have been obtained.
- B. Scope of Responsibility.** HEARB has the right to exercise control over all construction in Hutton Estate. HEARB will also review all homeowners' alterations and modifications to structures and improvements (even after initial construction is complete), that are visible from the street and neighboring residences, including, but not limited to: walls, painting, renovations, and landscaping.
- C. Enforcing Powers.** Approval by HEARB does not relieve an owner of his/her obligation to obtain any government approvals. If such approvals are required and are not obtained by the owner, HEARB and/or the applicable government agency may take whatever actions are allowed by law against the owner to enforce compliance.
- D. Limitations of Responsibilities.** The primary goal of HEARB is to review the submitted applications, plans, specifications, materials, and samples in order to determine if the proposed construction materials, configurations and techniques conform to The Hutton Estate Code as set forth by HEARB. HEARB does not assume responsibility for the following:
1. The structural adequacy, capacity, or safety features of the structure and/or improvement;
  2. Non-compatible or unstable soil conditions, soil erosion, etc ;
  3. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances;
  4. The performance or quality of work of any contractor.
- E. Committee Members.** HEARB shall consist of individuals appointed as set forth in the Master Declaration. HEARB may consist of the developer's representative, the City Planner, the project Architect, an Architect(s), a Landscape Architect, Civil Engineer, and/or a resident(s). HEARB may retain any of the same, if they are not members of the HEARB, as consultants to the committee.



## HUTTON ESTATE PURPOSE AND POLICIES, continued

- F. Administration.** HEARB may appoint an administrator to handle the day-to-day responsibilities of processing submissions.
- G. Meeting of HEARB.** HEARB will meet as requests are received.
- H. Review Fees.** Review fees will be established and published by HEARB. The HEARB reserves the right to amend the fee schedule from time to time, in its sole discretion, as necessary to fully cover design review costs.
- I. Review Policies.**
1. HEARB reviews the submission and either grants approval, grants approval with stipulations, or denies approval. The decision is based on a simple majority. The owner is notified of the decision of the committee within thirty days. One set of plans will be returned with appropriate comments.
  2. In some cases HEARB must deny approval because the application is incomplete or inadequate. However, the HEARB may refuse application, in whole or in part, for purely esthetic reasons which shall be in the sole and uncontrolled discretion of the HEARB if deemed insufficient.
  3. In most cases involving minor issues comments and/or suggested solutions can be clarified for the owner in writing and/or with drawings. A revised application may then be submitted and reviewed in the same fashion as the initial application.
  4. If the application is again denied approval, a formal appeal may be made in writing to HEARB. This request must be made within thirty days of the date the notice was sent of the decision to deny approval.
- J. Application Withdrawal.** An application for withdrawal may be made without prejudice, provided the Application for Withdrawal is made in writing and filed with HEARB prior to the review and/or action of the application.
- K. Approval of Builders.** All builders must be approved by HEARB to build in Hutton Estate. A list of pre-approved builders who have met the requirements pertaining to financial stability and quality of workmanship and who understand the high quality of construction expected at Hutton Estate is available from Hutton Estate, LLC. If a builder is not on this list, the builder must file application with and receive approval from HEARB before construction commences.

- L. Construction Deposit.** A construction deposit (see form B.) is required from the builder for each house. The deposit check, written in the amount noted and made payable to HEARB, must accompany Form B. The deposit shall be held by the HEARB until a final survey, a certificate of occupancy, and a final field inspection has been made by the HEARB. Full compliance will result in the return of the construction deposit. If the deposit is required to repair, replace, or clean up rights of way, streets or common areas that are damaged due to construction activities, the builder will be notified forty-eight hours prior to the use of the deposit. This allows the owner to rectify the problem before the deposit is expended.
- M. Construction Inspection.** Periodic inspections may be made by HEARB while construction is in progress to determine compliance with the approved plans and specifications. HEARB is empowered to enforce its policies as set forth in the Hutton Estate Declaration of Covenants, Conditions, and Restrictions by any action, including an action in a court of law, to ensure its compliance.
- N. Waiver and Additional Requirements.** The Hutton Estate Covenants has been adopted to assist the owners in Hutton Estate and the HEARB in connection with the design review procedure. However, these are merely guidelines and, when deemed appropriate, HEARB has the right to waive some of the requirements (except as required by City of Hickory) for any proposed improvement.

**FORM A: SKETCH REVIEW APPLICATION**

**Lot** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Owner:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Architect/Designer:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact:**

\_\_\_\_\_

**Landscape**

**Architect/Designer:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact:**

\_\_\_\_\_

**Builder:** \_\_\_\_\_ **License No:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact:**

\_\_\_\_\_

1. Are any variances requested from the City of Hickory?  No  Yes  
*If yes, attach a description of the variance(s) and the reason for it.*

2. Two sets of the following drawings are to be submitted.  Site Plan  
 Elevations

3. Review Fee: \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_  
\_\_\_\_\_

**FORM B: MATERIALS AND FINISHES LIST**

Lot: \_\_\_\_\_ Address: \_\_\_\_\_

*Please include other pertinent information or samples relating to the exterior features, such as photographs or cuts sheets of the proposed window and door types exterior light fixtures, etc. Identify all of the proposed materials and colors as noted below. If any of these items vary from the codes, samples must be provided. Features noted may be subject to field changes, with prior approval from HEARB.*

Exterior Features:	Color/Finish:	Description:
Balcony/Porch/Loggia	_____	_____
Railings	_____	_____
Chimney	_____	_____
Door & Trim:		
Main Entrance	_____	_____
Other Facing Street	_____	_____
To Garden	_____	_____
Other	_____	_____
Driveway	_____	_____
Entry Walk	_____	_____
Fascia	_____	_____
Garage Door	_____	_____
Gates	_____	_____
Gutters	_____	_____
Lighting	_____	_____
Planters	_____	_____
Pool Deck	_____	_____
Roofing	_____	_____
Screening	_____	_____
Shutters	_____	_____
Siding	_____	_____
Soffit	_____	_____
Stone	_____	_____
Stucco	_____	_____
Walls	_____	_____
Windows	_____	_____
Window Trim	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

**Construction Deposit: \$** \_\_\_\_\_

Include a copy of Form A with this application together with two sets of the following:

1. Site Plan
2. Floor Plan
3. Elevations
4. Details
5. Landscape Plan

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

**FORM C: FINAL INSPECTION APPLICATION**

Lot: \_\_\_\_\_ Address: \_\_\_\_\_

**Owner:**

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Architect/Design:**

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact:

\_\_\_\_\_

**Landscape**

**Architect/Designer:** \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact:

\_\_\_\_\_

**Builder:** \_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_

*Continued...*

1. I, the Builder, do certify in good faith that the contracted structure on said lot conforms to The City Code and the Construction Documents as approved by the HEARB. All site work, landscaping, cleaning, removal of temporary utilities, and repair of damage to rights-of-way and common areas has been implemented. This constitutes a request for the return of the Construction Deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I, the Owner, approve the return of the construction Deposit to the Builder:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Requested Date of Inspection:

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_

**FORM D: MINOR CHANGE APPLICATION**

Lot: \_\_\_\_\_ Address: \_\_\_\_\_

**Owner:**

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Architect/Designer:**

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact:

\_\_\_\_\_

**Landscape Architect:**

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact:

\_\_\_\_\_

**Builder:** \_\_\_\_\_ **License No:** \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact:

\_\_\_\_\_



Minor Change Application – Page 2

1. Are any variances requested from the City of Hickory?  No  Yes  
*If yes, attach a description of the variance and the reason for it.*

2. Two sets of the following drawings are to be submitted:  Site Plan

Floor

Plans

Elevations

Details

Landscape Plan

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_