

**THE SANCTUARY SUBDIVISION
ARCHITECTURAL PLAN REVIEW PROCEDURE
AND
ARCHITECTURAL GUIDELINES**

The Sanctuary is a residential community of unusual distinction and beauty as a result of creative planning. Location, natural areas, wildlife and the overall concept and design are the basis of the development of the Sanctuary.

Also important, both now and in the future, are the protections and controls incorporated into the Declaration of Covenants and Restrictions (the “Deed Restrictions”) - a mutual covenant of all property owners that “runs with the land” through successive ownerships. Under the Deed Restrictions, no buildings or structures will be constructed or exteriorly altered without prior approval of the Board of Trustees of the Sanctuary Community Association, Inc. (the “Board”).

The Board has discretion to retain the services of a Review Architect to assist it with its duties. If employed, the Review Architect may approve or reject proposed plans at his discretion.

In reviewing specific plans submitted to him, the Board or the Review Architect, as applicable, will consider, among other things, (a) the location, size and shape of the parcel involved, (b) compatibility with the immediate neighborhood and with the community as a whole, and (c) compliance with the Architectural Guidelines.

The theme of the Sanctuary is intended to be traditional; however, well designed contemporary structures that are compatible with neighboring homes and the dominant character of the development will be considered.

In order to be of assistance to property owners, architects and builders, the Board has adopted the following Plan Review Procedure and Architectural Guidelines. There has been no attempt to detail Lake County, village of Kirtland Hills or the City of Kirtland regulations and ordinances which may be applicable, and it is recommended that architects make a thorough review of such restrictions. A copy of the Deed Restrictions for the Sanctuary is available from the Board.

PLAN REVIEW PROCEDURE

1. Submittals of Plans
 - A. All construction Plans must be submitted to the Board through Continental Management Company. At its discretion, the Board may refer such Plans to the Review Architect.
 - B. If required by the Board, plans submitted shall be accompanied by one (1) copy of the Design Review Application (see Exhibit A).

- C. Applicant shall submit two (2) sets of Plans, as defined below.

Plans must be sent to: Continental Management Company, The United Office Building, 2012 West 25th Street, Suite #310, Cleveland, Ohio 44113.

- D. Fees for Plan Review – If Plans are submitted to a Review Architect, there is a plan review fee \$150.00 for new home construction and Seventy-Five Dollars (\$75.00) for all other construction.

Plans that require Architectural Review will not be reviewed until receipt of the review fees.

- E. Plan review that is conducted by the Review Architect is expected to be completed within seven (7) working days from receipt of the drawings. Review by the Board will be completed as soon as it is practical for the Board.

- F. For new construction, “Plans” include both a Site Plan and a Landscaping Plan, as described below. For all other construction, “Plans” will include a Site Plan and/or Landscaping Plan as is relevant to the construction.

2. Plan Requirements and Review Process

- A. Four copies of a Site Plan indicating the position of the proposed structure or structures on the parcel in relationship to required set-back lines, surrounding structures and natural areas. The plans should also show topography and the proposed grading with indication of water run-off control.
- B. An indication of the locations of air conditioning units, swimming pool equipment, trash receptacles and other unsightly utilities, and proposals for sight and sound barrier.

If the Board or Review Architect determines that the Plans should be approved, approval will be given via written correspondence from the Board. One (1) copy of the approved plans will be retained by the Board. Other copies of the approved plans will be returned to the owner for submittal to the Village of Kirtland Hills or the City of Kirtland. If a Review Architect is hired, the Architect will provide written notice of the approval of the Plans to the Board.

If the Review Architect determines that the Site Plan should not be approved, the Architect will prepare a written notice of non-approval that specifies the reasons for non-approval. The notice will be sent to the homeowner and the Board. The homeowner will be provided 90 days to resubmit the Plans to the Architect for additional review. If the homeowner fails to do so within 90 days, any subsequent submission of the Plans to the Review Architect must be accompanied by a new fee.

During construction, the Board, or his representative, may make frequent inspections of the buildings site to see that there are no deviations from the approved plans.

3. Landscaping Plans and Review Process

Two (2) sets of landscape plans must be included.

Submission of Landscape Plans for new home construction must be made at the time that the Site Plan is submitted. However, the applicant may obtain an extension of time for submission of the Landscape Plan by filing a written request for an extension of time with the Review Architect. The request must include an explanation of the need for the extension. Extensions are to be granted at the sole discretion of the Review Architect. Extensions shall not exceed ninety (90) days from the date of the submittal of the Site Plan.

Landscape Plans must include:

- A. Proposed planting of trees, shrubs and hedges. Types and sizes should be listed.
- B. Screening of machinery and equipment where required.
- C. Any fences, walls or drive entry markers. Type and materials should be shown as well as elevation drawings of proposed structures.
- D. Any proposed drive or lot lighting.

If the Review Architect determines that the Landscaping Plan should be approved, approval will be given in the form of a stamp affixed to the working drawings. One (1) copy of the approved plans will be retained by the Board. Three (3) copies of the approved plans will be returned to the owner.

If the Review Architect determines that the Landscaping Plan should not be approved, the Architect will prepare a written notice of non-approval that specifies the reasons for non-approval. The notice will be sent to the homeowner and the Board. The homeowner will be provided 90 days to resubmit the Plans to the Architect for additional review. If the homeowner fails to do so within 90 days, any subsequent submission of the Plans to the Review Architect must be accompanied by a new fee.

Village of Kirtland Hills and City of Kirtland requirements, if more restrictive, shall take precedence.

**THE SANCTUARY SUBDIVISION
ARCHITECTURAL REVIEW GUIDELINES
FOR HOMES LOCATED IN THE VILLAGE OF KIRTLAND HILLS**

1. Government Regulations.

All applicable Federal, State and Municipal statutes, rules and regulations and all provisions of the Deed Restrictions must be complied with. To the extent that there are inconsistencies or differences between them, the more restrictive will govern. The Board and/or Review Architect will be reviewing drawings for aesthetic qualities only, and approval does not constitute approval of structural or mechanical design.

2. Setback Line.

The purpose of the setback lines described below is to define the limits beyond which no portion of a structure may extend. Overhanging roof eaves, walls and fences are considered part of the structure. Walls and fences may, at the discretion of the Review Architect, be permitted within the front and side yard setbacks where warranted by topography and where installation does not cause the destruction of existing trees. Machinery and equipment for air conditioning, pools and spas and similar services and containers for trash shall be located inside the setback lines and provided with acceptable sound and sight barriers.

Barns and paddock areas are to be within the setback lines.

- A. All front setback lines and side street setback lines on corner lots shall be not less than one hundred fifty feet (150') from their respective property lines. A variance to the front setback line shall be considered if necessitated by physical site constraints.
- B. All other side setback lines shall be not less than fifty feet (50') from the side property line.
- C. Rear setback lines shall not be less than one hundred feet (100') from the rear property lines.

3. Size.

The floor area of the main dwelling shall contain a total living area of not less than 2,500 square feet for a one-story dwelling and 3,200 square feet for a two-story dwelling. Garages, covered walks and open porches are not considered living areas. Aside from these minimum requirements, the size of any proposed structure should be a reasonable relationship to both the size and shape of the parcel upon which it is to be located and the sizes of the adjacent and neighboring structures.

4. Height.

No structure, nor any portion thereof, shall be higher than thirty-five (35) feet above the natural grade, however, exceptions will be considered based upon topography, architecture, street grade, abutting neighbors and general neighbors.

5. Contours.

No substantial changes in the elevation of the land will be permitted except as necessary to meet requirements of the Village of Kirtland Hills Building Department or to accomplish acceptable drainage conditions.

6. Color.

All exterior color must be approved on both new construction and changes to existing structures. Color compatibility to the immediate neighborhood should be considered.

7. Roof Pitch.

All structures shall have a roof pitch of not less than 7 to 12. Alternate slopes would only be considered under special circumstances.

8. Garage and Carports.

Garage doors shall not face the street. Carports are not permitted.

9. Culvert.

A 30' drive entry culvert must be provided at a depth set by the Developer's engineer.

10. Easements.

Nothing may be placed in a utility or drainage easement.

11. Solar Panels.

No solar panels are permitted.

12. Antennas

No external or outside antenna of any kind shall be maintained except that an antenna for normal television reception may be used not in excess of 35 feet in height above ground level, provided, however, that in the event a cable transmission system is available to Owners, said Owners must, within 90 days after the availability of such a cable system, discontinue the use of the external television antenna and remove the same from the exterior of any Living Unit or Sublot.

13. Satellite Dishes

Subject to applicable law, a satellite dish used for the transmission or reception of television or radio signals shall be permitted if it is no larger than 3 feet in diameter, installed in the rear of the lot, not visible from the street and appropriately placed so that it is not a nuisance to the visual privacy of neighboring lots.

14. Mailbox Posts

The following style of mailbox posts are required (see Exhibit B). The post must be constructed of treated lumber, painted **WHITE**, 6" x 6" and constructed with galvanized screws. Posts should be 6'6" above grade. The bottom of the mailbox should be 42" above grade.

BUILDER SHALL BE RESPONSIBLE FOR PROPER INSTALLATION OF THE MAILBOX POST PRIOR TO TRANSFER OF TITLE TO THE HOMEOWNER OR PRIOR TO OCCUPANCY.

BUYER SHALL NOTIFY SELLER UPON COMPLETION OF INSTALLATION OF MAILBOX POSTS.

15. Driveways

All driveways must be constructed of asphalt or concrete from street pavement to the garage.

**THE SANCTUARY SUBDIVISION
ARCHITECTURAL REVIEW GUIDELINES
FOR HOMES LOCATED IN THE CITY OF KIRTLAND**

1. Government Regulations

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A. All front setback lines and side street setback lines on corner lots shall be not less than fifty feet (50') from their respective property lines. A variance to the front setback line shall be considered if necessitated by physical site constraints.

B. All other side setback lines shall be not less than fifteen (15') from the side property line.

3. Size

The floor area of the main dwelling shall contain a total living area of not less than 2,500 square feet. Garages, covered walks and open porches are not considered living areas. Aside from these minimum requirements, the size of any proposed structure should be a reasonable relationship to both the size and shape of the parcel upon which it is to be located and the sizes of the adjacent and neighboring structures.

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BUYER SHALL NOTIFY SELLER UPON COMPLETION OF INSTALLATION OF MAILBOX POSTS.

EXHIBIT A

DESIGN REVIEW APPLICATION

Accompanying this application must be the appropriate number of copies of the required Site Plan and/or Landscape Plan as stipulated in the “Architectural Plan Review Procedure and Architectural Guidelines”.

THE PROPOSED STRUCTURE IS: _____NEW _____EXISTING

PROJECT ADDRESS: _____

SUBLOT NUMBER: _____

OWNER’S ADDRESS: _____

TELEPHONE NUMBER: _____

DATE APPLICATION SUBMITTED _____

List the type, manufacturer, finish and color for all items listed below:

ROOFING: _____

EXTERIOR
TRIM _____

SIDING: _____

BRICK STONE: _____
(IF USED)

DECKS/
PORCHES: _____

FENCES/
WALLS _____

WINDOWS/
DOORS: _____

GARAGE
DOOR: _____

LANDSCAPE

MATERIALS
(IF APPLICABLE) _____

DRIVEWAY
ENTRANCE
STRUCTURE: _____

FOR USE BY THE BOARD OR REVIEW ARCHITECT:

_____	DATE APPLICATION RECEIVED
_____	DATE APPLICATION RETURNED

DISPOSITION:

APPROVED: _____

APPROVED AS NOTED: _____

REVISE AND RESUBMIT: _____