

Design Review Board (DRB)

The Jack's Point Design Review Board is set up under the Coneburn Development Controls. The DRB has the responsibility of assessing whether a proposed project complies with the Design Guidelines and the degree to which it enhances the amenity and streetscape of Jack's Point, particularly from public spaces and neighbouring properties. The DRB also includes in its assessment whether a proposed project complies with the Coneburn Development Controls and with the Bylaws.

The members of the DRB are: Developer Representative, Registered Architect, Landscape Architect, QLDC Representative, JPROA Representative, Administrator (non-voting)

Overview of DRB & Consent Process

The DRB process and requirements are set out in the Coneburn Development Controls and are described in the Residential Design Guidelines. Below is a summary of the process. All steps are mandatory unless specifically noted.

Architects and Approved Designers - The DRB will consider applications prepared by a Registered Architect with landscape components prepared by a Landscape Architect. For standalone homes in residential neighbourhoods (i.e. excluding The Preserve), the DRB will also consider applications that are prepared by architectural and landscape designers who have been granted approval by the DRB prior to making a DRB application relating to any property. The DRB may make exceptions: see later in this section on becoming a Jack's Point Approved Designer

Pre-Design Site Visit - Owners and their design team visit the site to ascertain its setting, exposure to the elements and the context of the immediate neighbouring properties.

DRB Deposit - Before the first meeting with DRB, owners need to pay their DRB deposit (or bond). See notes on deposits, bonds & charges later in this section.

Preliminary Design Meeting – Once the preliminary design is completed, owners should book a preliminary meeting with the DRB. The DRB recommends that this be held at an early stage of design development to get feedback on how the preliminary design meets the guidelines, to address how personal objectives can be achieved within the design guidelines where that might not be straight forward and to discuss proposed site design. Owners may elect to have additional preliminary meetings should they wish. The level of detail presented at the preliminary meeting is up to the owner and the design team, but the DRB recommends the focus in the early stages be on the Site Design Components and Building & Roof Form.

Staking - At any stage in the approval process, the DRB may request that a homeowner stake out any proposed design including location of any major landscaping features.

DRB Review - Once the design is complete, owners submit their applications for review by the DRB. All must use the current application form and include all information and plans noted on that form. Incomplete or illegible applications will not be considered. Once submitted, the plans will be circulated to DRB reviewers for consideration at the next available DRB meeting. All forms can be downloaded from this web page. The DRB will either approve the plans or issue advice noting the objectives of the Design Guidelines that have not been met. The DRB may also provide guidance on changes or may make recommendations on a way forward to achieve the objectives.

DRB Approval - Once the DRB approves the plans, they will issue a written approval letter, assessment report and with a set of plans stamped approved. These plans are required for QLDC consents.

QLDC Resource Consent & Building Consent - Once DRB approval is issued, the owners can apply to QLDC for Resource and then Building Consent.

Construction & Implementation - After Building Consent is issued and the building bond paid to the JPROA, earthworks and construction can begin. Owners must complete building and landscaping within the construction timeframes noted in the covenants registered on the property's title. See notes below on building at Jack's Point.

Changes to your Plans after Approval – Property owners who wish to make any changes to their DRB approved plans, need to get those updates approved and they should submit the changes



(including updated plans if appropriate) to the DRB for assessment.

Post Project Inspection - After the development, including all landscaping is complete; owners should send the JPROA a copy of their Code Compliance Certificate and book a final inspection with the DRB. This will also cover a JPROA inspection to confirm that all signage and construction materials have been removed and any damage to JPROA or neighbouring property has been repaired. Once both the DRB and JPROA are satisfied on these matters, they will issue the owner with a notice to this effect and refund any remaining balances of both DRB Deposit and Building Bonds.