

Application for Design Review Board Approval - Properties in Residential Neighbourhoods

Owner / Property			
DRB Number		Lot Number	
Property Owner Name & JPROA Number		Street Address of Property	Jacks Point, Queenstown
Email Address			

Design Review Board Approval Applied For			
Development	New Build <input checked="" type="checkbox"/>	Alteration <input type="checkbox"/>	Type of Alternation

Property Type / Area					
Development Type	Residential <input type="checkbox"/>	Comprehensive <input type="checkbox"/>	Height Restriction	5.5 above _____ <input type="checkbox"/>	8 metres <input type="checkbox"/>
Location	R-SH Zone <input type="checkbox"/>	Highway Landscape Protection Area <input type="checkbox"/>	No Build / Zone Boundary Lines <input type="checkbox"/>	Service Easement <input type="checkbox"/>	

Architects & Approved Designers			
Designer / Architect		Landscape Designer /Architect	
Company		Company	
Email		Email	
Phone		Phone	
Registered Architect or Approved Designer	Yes / No	Landscape Architect or Approved Designer	Yes / No
Engaged to oversee implementation	Yes / No	Engaged to oversee implementation	Yes / No
Date/s of on-site meeting with Landscape architect/designer		Date/s of on-site meeting with building architect/designer	

NOTES: All designs must be prepared by a Registered Architect or an Approved Designer. See background notes on becoming an approved designer. Approved Designers must be individuals NOT companies

Where the Architects have not been engaged to oversee implementation, DRB approval may require that they sign-off key stages and that the final project matches the approved design.

All Architects and Design teams must have had a joint design meeting on site to assist with ensuring that building and landscaping components are addressed as a total package, are in balance and that the site topography and street scape are appropriately addressed.

Owners Authority		
I/we confirm that:		
<ul style="list-style-type: none"> I have checked this application and that it is complete and an accurate reflection of our plans That all easements, access points, encumbrance's and registered interests on the title have been confirmed prior to submitting this application I/we will pay all charges in respect of this application, charges will be deducted from the DRB bond and if this bond is insufficient I/we agree to pay the additional charges. The designer /architect and landscape architect named above are authorised by me to submit work on my behalf to the DRB for consideration. That our designs may be included on the Jack's Point website (cross off, if not) 		
Costs in respect of this application may include: administration of the DRB for this project, assessment, charges in respect of any changes, interim inspections and post project inspections.		
Applications will not be reviewed unless they are complete and contain all information requested.		
Approved designs may be viewed by any other member of the JPROA upon request.		
Owners Signature	Name	Date

Design Review Board Applications

Include with your Application & Checklist

- Incomplete applications will not be reviewed. .
- Applications which are not provided as set out here will incur additional administration costs associated with re-collating, printing etc.
- Please note that it is the responsibility of each applicant to confirm all easements, access points, encumbrances and registered interests on the title
- Please refer to the Jack's Point website for all related documents including the 2009 and the 2013 Design Guidelines (including the an explanation as to the relevance of each) and the under lying Coneburn Controls
- Infrastructure headworks Contributions and Community Housing Trust Contributions are payable for Comprehensive Developments.

Please Provide:

Hard copies: 3 copies **labelled, numbered and in the order** set out here

Electronic Copies: 1 complete set in a single file ordered as set out here (pdf format). Emailed to drb@jackspoint.com and less than 10MG

Note: To save time, plans may be provided as electronic version only, with printing charged to lot owners

Item Number	Plan/Item	Format	Check as Included
1	<u>Application Form</u> Completed and signed. All items to be checked as included or not.	A4	<input type="checkbox"/>
2.	<u>A completed assessment sheet where any breaches of controls can be identified</u>		<input type="checkbox"/>
3	<u>Design Statement</u> A written description of the design approach, for both the build and landscape design, outlining how the proposed design is in keeping with the Jacks Point Design Philosophy. A written statement detailing any Objectives that have been met with alternative controls as opposed to the methods suggested Reference material for the design submitted Design Statement to Include	A4	<input type="checkbox"/>
4	<u>Context Plan</u> Showing the lot location and its neighbourhood. <i>Footprints for surrounding buildings are available from the JPROA website. Email info@jackspoint.com for a dwg version of this file. Context plans can also be downloaded from the QLDC website.</i> Context Plan to Include <ul style="list-style-type: none"> • Lot number <input type="checkbox"/> • Lot size <input type="checkbox"/> • The application property and any other developed or approved properties within neighbourhood showing building and main outdoor living spaces <input type="checkbox"/> 	1.500 A3	<input type="checkbox"/>
5	<u>Drawing File Footprint</u> <ul style="list-style-type: none"> • Drawing file of the proposed building footprint <input type="checkbox"/> 	dwg file (electronic only)	<input type="checkbox"/>
6	<u>Site Plan</u> Site plan to Include: <ul style="list-style-type: none"> • Topographical Survey contour information <input type="checkbox"/> • Full lot boundaries & dimensions <input type="checkbox"/> • Boundary setbacks and any building restriction lines <input type="checkbox"/> • Neighbouring properties including outdoor areas and any major landscaping features <input type="checkbox"/> • Building, garage & other accessory building footprints, courtyards & decks <input type="checkbox"/> • Sheltered outdoor living area & prevailing wind direction <input type="checkbox"/> • Building length in total and by sections <input type="checkbox"/> • Proposed levels & building site coverage percentages <input type="checkbox"/> • Service easements, boundary services & wastewater tanks <input type="checkbox"/> • Roads Footpaths/sidewalks <input type="checkbox"/> • Street Access & Car Manoeuvring <input type="checkbox"/> • Earthworks and retaining (may be on separate plan) <input type="checkbox"/> 	1:200 A3	<input type="checkbox"/>

Item Number	Plan/Item	Format	Check as Included
	<ul style="list-style-type: none"> Location of proposed building container during construction 		<input type="checkbox"/>
7	<p>Roof Plan Roof Plan to Include:</p> <ul style="list-style-type: none"> Roofing materials including LRV and finish (coloured metal profiles must be specified as a G10 or matt finish) Calculation of pitched to flat roof (if applicable), single pitch widths Degree of roof pitch including all roofs Gable width & number of gable ends Roof penetrations including materials and colours Location of Sky Dish, aerials, solar panels etc 	1:100 A3	<input type="checkbox"/>
8	<p>Floor Plan Floor Plan to Include:</p> <ul style="list-style-type: none"> Dimensions General layout Windows, door & other openings locations Upper floor percentages Steps & external areas Service areas for Clothes lines & Rubbish Bins 	1:100 A3	<input type="checkbox"/>
9	<p>External Detailing Plan Sections of external detailing showing façade & depth, including</p> <ul style="list-style-type: none"> Fully dimensioned window detail, for each type of window, in each type of cladding detailing how the required recession is achieved Fully dimensioned door details, for each type of door, in each type of cladding, detailing how the required recession is achieved Ridge, barge, verge, eaves, soffits and other key roof features Walls, particularly at join of two materials The colours of exterior accessories to be specified: 	1:100 A4/A3	<input type="checkbox"/>
10	<p>Elevations (N,S,E,W) Elevations rendered with materials & colours representative of the finished product & showing:</p> <ul style="list-style-type: none"> Building heights relative to existing ground level and specified RL level (for sites with height restrictions) Proposed and existing ground lines Percentage of windows on each elevation Exterior wall claddings, garage door & joinery materials, colours, finish & LRV of any painted surfaces All wall mounted utility covers to be in black or to match wall cladding All external air conditioning units to be screened Dimensions Areas of cut and fill Details of the extent and finish of any exposed foundations Key landscaping features 	1:100 A3	<input type="checkbox"/>
11	<p>Perspectives & Renderings Fully rendered computer generated or hand drawn perspectives to convey the total design in 3d.</p> <ul style="list-style-type: none"> Total package of landscaping & buildings, to include any neighbouring properties and related landscaping Provided from all key views from public spaces or from neighbouring homes Any landscaping including to demonstrate true proposed land contours 	A3	<input type="checkbox"/>
12	<p>Landscape Plan Landscape plan must be prepared by landscape architect/approved landscape designer. Plan should include everything outside the house and all surrounding landscaping including adjoining reserve and road landscaping as well as neighbouring properties. Landscaping plans should take into consideration privacy for homeowners and their neighbours, impact on neighbouring views and from the public realm and demonstrate how the total package of home and landscape achieves the objectives and successfully integrates into the wider Jack's Point environment. Approved landscape plans for adjoining properties are available from the Society</p> <p>All Hard Landscaping Components to be Included: for example</p> <ul style="list-style-type: none"> Driveway (including car turning areas) and parking, driveway materials Levels Walls, fences & gates (showing height & type) 	A3	<input type="checkbox"/>

Item Number	Plan/Item	Format	Check as Included
	<ul style="list-style-type: none"> • External stairs <input type="checkbox"/> • Decks, Patios, Courtyards, <input type="checkbox"/> • Pools & spas <input type="checkbox"/> • Pergolas, awnings, sheds, glasshouses and outdoor fires etc. <input type="checkbox"/> • Exterior lighting (location, type, model details), to meet light spill requirements <input type="checkbox"/> • Location and screening of washing lines, rubbish bins and other services <input type="checkbox"/> <p>All Soft Landscaping Components to be Included: for example</p> <ul style="list-style-type: none"> • Trees <input type="checkbox"/> • Planted areas <input type="checkbox"/> • Hedges <input type="checkbox"/> • Lawn <input type="checkbox"/> 		
13	<p><u>Plant List To Include</u></p> <ul style="list-style-type: none"> • Plant Species <input type="checkbox"/> • Percentage of trees and percentage of Shrubs from Jack’s Point plant list <input type="checkbox"/> • Number of plants or planting density <input type="checkbox"/> • Height at time of Planting <input type="checkbox"/> • Height to be maintained at or at maturity <input type="checkbox"/> 	A4/A3	<input type="checkbox"/>
14	<p><u>Impact Studies as Appropriate</u> Studies of impact of design where the project:</p> <ul style="list-style-type: none"> • Intrudes into highway landscape projection zones <input type="checkbox"/> • Breaches no-building lines or height planes <input type="checkbox"/> 	A4/A3	<input type="checkbox"/>
15	<p><u>Model</u> <i>Required for Comprehensive projects, optional for single dwelling projects.</i> A simple cardboard model of the buildings showing scale</p>		<input type="checkbox"/>
16	<p><u>Bond Payment</u> Payment of the Design Review Board Bond of \$2,000 (see Bylaws, clause 7.4).</p> <ul style="list-style-type: none"> • Cheque payable to: Jack’s Point Residents & Home Owners Association • Electronically to JPROA account at ASB 12-3195-0023555-00 (References: Lot number, DRB Number and “DRB Bond”) 		<input type="checkbox"/>