

CHECKLIST FOR FENCE / GATE / WALL

Submit Required Supplemental Materials:

1. Two (2) physical sets and an electronic copy of the Drawing Package of the proposed addition and/or enclosure. The electronic copy should be one complete pdf file, not individual pages. The electronic copy may be emailed to architectural@newtownestates.org.
2. The Drawing Package shall include following:
 - a. Plot Plan shall include the following:
 - 1) North arrow
 - 2) Property lines
 - 3) Top view of existing fences and gates
 - 4) Top view of new fences and gates
 - 5) Identifiers showing locations of elevation views (i.e. view A-A, view B-B, etc.) and photo views (i.e. view A, view B), referenced to the elevation views and photos, respectively.
 - 6) Drawn to scale
 - 7) Inquire with the Architectural Department if a copy of your plot plan exists in file.
 - b. Elevation Views shall include the following:
 - 1) Each elevation to be captioned with appropriate view (i.e. view A-A, view B-B, etc.) referenced to the Plot Plan.
 - 2) Elevation Views should capture the aesthetics of the new fences and gates, which the Architectural Committee is primarily interested in.
 - 3) Drawn to scale.
 - c. Materials and colors shall include the following:
 - 1) Fences and Gates.
Materials – vinyl, wood-cedar, redwood, metal decorative welded grill work, or screen block.
Color – earth tone, black (metal only), no white.
 - 2) Solid Wall.
Materials – Stone, CMU (with stucco for Royal Summit only), Moss Rock, Brick, Imitation Rock, Veneer)
Color (for solid walls that can be painted) – earth tone, no white.
 - d. Color Photo Views shall include the following:
 - 1) Minimum of three (3) views of the existing areas to be renovated.
 - 2) Each photo to be captioned with appropriate view (i.e. view A, view B, etc.) referenced to Plot Plan.
 - e. Storm Water Management.
 - 1) Indicate how storm water will be prevented from entering neighboring property (if applicable).

Relevant Architectural Rules and Guidelines:

1. Fence / Gate: Normally above ground, except for supports may be constructed on a wall (wood-cedar, redwood, metal-decorative welded grillwork, vinyl, screen block)
 - a. Fence / Gate forward of the front plane of the structure (including garage). Refer to Figure 1.
Fence / gate installed forward of the front plane of the structure must be of the “see-through” design such that landscaping is readily visible from the street unless the original architectural concept of the particular area specified differently. Fence/Gate shall be no more than forty-two (42) inches from the top of the finished grade to the top of the fence/gate.

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A “see-through” design is defined as one which has thirty percent (30%) or more open space when viewed from the street. A guideline for the thirty percent (30%) see-through is the space between each slat shall be no less than one-half the width of the slate.

- b. Fence / Gate height behind the front plane of the structure (including garage). Refer to Figure 2. Fence / gate installed behind the front plane of the structure does not require the “see-through” design. Fence/Gate shall be no more than six (6) feet from the top of the finished grade to the top of the fence/gate.
 - c. Fence / Gate “good side”: Should the fence and/or gate have a “good side”, the “good side” shall face outward from the property towards the adjacent property or adjacent street. The unfinished side, if any, which exposes framing, support materials, bracing, etc., shall face inward to the property which may, at the option of the owner, be finished with an approved material.
2. Solid Walls: Concrete solid with foundation in ground (Stone, CMU, Moss Rock, Brick, Imitation Rock, Veneer)
- a. Forward of the front plane of the structure (including the garage). Refer to Figure 3. Solid walls forward of the front plane of the structure shall be no more than eighteen (18) inches above the sidewalk, or eighteen (18) inches above the level of the lot along any portion of the solid wall from the finish grade, or six (6) inches above the garage slab at the entry, whichever is higher.
 - b. Behind the front plane of the structure (including the garage) Refer to Figure 4. Solid walls behind the front plane of the structure shall be no more than eighteen (18) inches from the higher finished grade for any part of the wall.
3. Fence and Wall Combo:
- a. Forward of the front plane of the structure (including the garage). Refer to Figure 5. Fences installed on top of a solid wall that are forward of the front plane of the structure must be of the "see-through" design such that landscaping is readily visible from the street unless the original concept of the particular area specified differently. The solid wall shall be no more than eighteen (18) inches above the level of the lot along any portion of the solid wall from the higher finished grade. The total height of the solid wall and the fence shall not exceed six (6) feet from the higher finished grade.
 - b. Behind the front plane of the structure (including the garage). Refer to Figure 6. Fences installed on top of a solid wall that are behind the front plane of the structure does not need to be of the "see through" design. The solid wall shall be no more than eighteen (18) inches above the level of the lot along any portion of the solid wall from the higher finished grade. The total height of the solid wall and the fence shall not exceed six (6) feet from the higher finished grade.

Notable Reminders:

1. Your application will be considered complete upon receipt of the **(1) Architectural Application Form, (2) the required supplemental materials, and (3) the appropriate processing fee**. All incomplete applications will be delayed or disapproved.
2. Properties located in Sub-Associations **must** obtain a written approval from their Board of Directors or managing agent prior to submitting their application to NECA.
3. In general, applications submitted **on or before** the first (1st) Saturday of the month will be reviewed in said month. Applications submitted after the first (1st) Saturday will be scheduled for review in the following month.

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4. The Architectural Committee is scheduled to meet on the second (2nd) Tuesday of each month. Once your application is reviewed by the committee, and if approved, please allow thirty (30) days for your application to be processed.
5. NECA staff will notify owners once the NECA Permit is ready for pick up. Owners are advised to read their permit. Permits **not** picked up within seven (7) days of being notified will be **charged a \$10 per-week permit holding fee.**
6. It is the owners' responsibility to communicate with their contractors. Contractors should be informed of NECA's rules, guidelines, and the application and permitting process.
7. Projects that start without the proper approval and projects that do not display the NECA Permit are considered to be in violation and will be subjected to NECA's Covenant Enforcement.
8. NECA RULES & GUIDELINES: The Architectural Committee will uphold and maintain the integrity of NECA's Master Declaration of Covenants, Conditions, & Restrictions (MDCCR).

NOTE: IT IS NOT GUARANTEED THAT YOUR REQUEST WILL BE APPROVED

Homeowner's Signature

Date

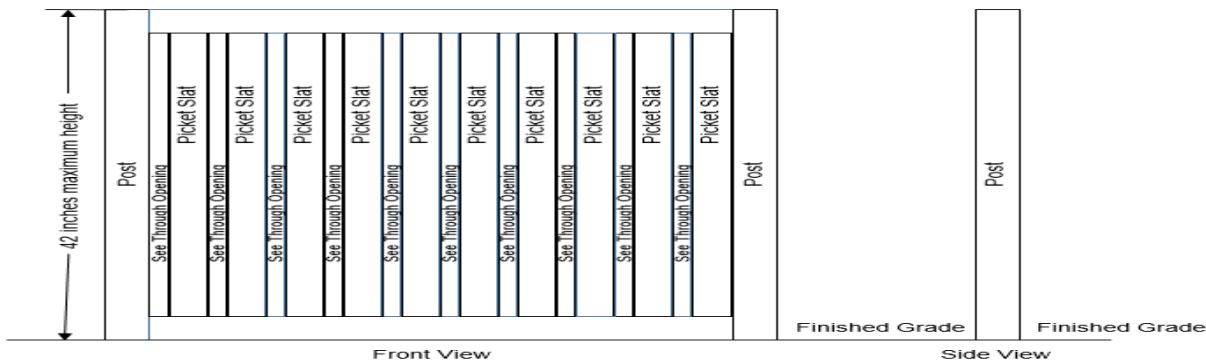


Figure 1. Example of Fence forward of Structure's Front Plane. 30% See Through. Please note that each Picket Slat is twice the width of each See Through Opening.

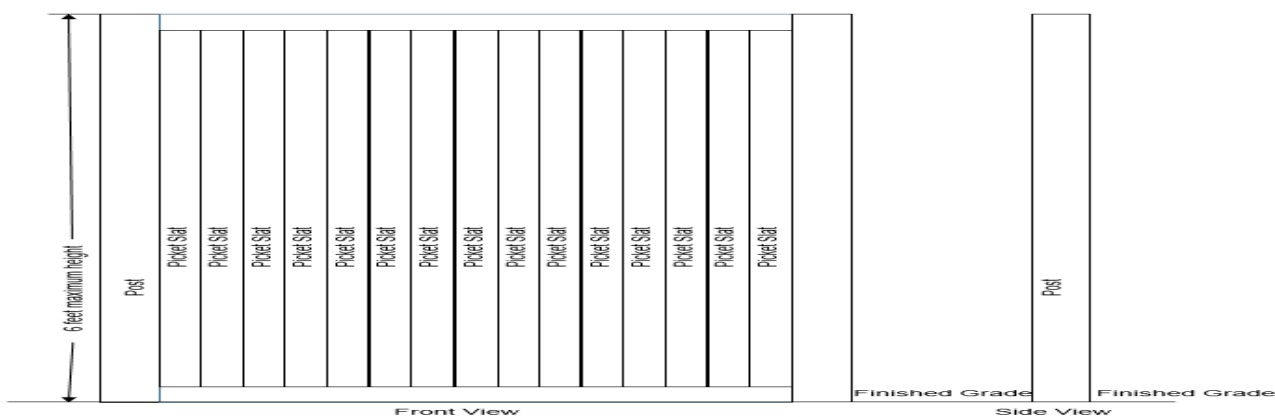


Figure 2. Example of Fence behind Structure's Front Plane. No See Through required.

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