

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:

1. 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
2. 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.
3. 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.
4. All final drawings and renders are to be computer generated.
5. The DRB accepts no responsibility for any inconsistencies within the plan sets submitted. Any inconsistencies within approved plan need to be referred to the DRB who at their sole discretion will determine which item is approved.
6. The DRB accepts no responsibility for any incorrect or incomplete information provided by the applicant. It is the sole responsibility of the applicant to confirm all restrictions as per the title and relay that information as part of the application submitted.
7. Each breach of any specific control must be detailed as part of the assessment sheet. Any breach not set out as part of this application may not be covered under the approval issued.

Owners Authority

I/we confirm that:

- I have checked this application and that it is complete and an accurate reflection of our plans
- 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 \$2000 DRB bond has been submitted (details below).
- The designer /architect and landscape architect named above are authorised by me to submit work on my behalf to the DRB for consideration.

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. They will also incur additional administration charges.
- Applications which are not provided as set out here will incur additional administration costs associated with re-collating, printing etc.
- All final drawings and renders are to be computer generated.

Please Provide:

Hard copies: 5 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 kezia@darbypartners.co.nz and less than 10MG

DWG File: The DWG file needs to include the lot number, the lot boundaries and a clear line or fill of the building footprint. Please submit as a 2013 version DWG cad file, geo-referenced in the correct scale.

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	Application Form Completed and signed. All items to be checked as included or not.	A4	<input type="checkbox"/>
2	Design Statement A written description of the design approach outlining how the proposed design is in keeping with the Jacks Point Design Philosophy. Design Statement to Include <ul style="list-style-type: none"> • Description of design approach covering site, landscape & buildings <input type="checkbox"/> • Details of how the Jack's Point vision is incorporated into the total design. <input type="checkbox"/> • Schedule of external materials use <input type="checkbox"/> • Schedule of external colour palette <input type="checkbox"/> • Overview of landscaping materials <input type="checkbox"/> • Any additional details required to assess the degree to which the Objectives & Controls are achieved that are not included on plans <input type="checkbox"/> 	A4	<input type="checkbox"/>
3	Context Plan Showing the lot location and its neighbourhood. Footprints for surrounding buildings are available as both a PDF and a DWG file from the JPROA website – www.jackspoint.com Context Plan to Include <ul style="list-style-type: none"> • Lot number <input type="checkbox"/> • Lot size <input type="checkbox"/> • Other developed or approved properties within neighbourhood showing building and main outdoor living spaces <input type="checkbox"/> 	1.500 A3	<input type="checkbox"/>

Item Number	Plan/Item	Format	Check as Included
4	<p>Drawing File Footprint</p> <ul style="list-style-type: none"> A DWG file including the lot boundaries, the lot number and a clear line or fill of the building footprint. This file needs to be 2013 format compatible and geo-referenced in the correct scale. 	2013 version DWG file (electronic only)	<input type="checkbox"/>
5	<p>Site Plan Site plan to Include:</p> <ul style="list-style-type: none"> Full lot boundaries & dimensions Boundary setbacks Neighbouring homes with DRB approval or constructed Neighbouring properties including major landscaping features Building, garage & other accessory building footprints, courtyards & decks Sheltered outdoor living & prevailing breeze direction Contour information Building length in total and by sections Proposed levels & building site coverage percentages Service easements, boundary services & wastewater tanks Roads Footpaths/sidewalks Street Access & Car Manoeuvring (all tracking curves are to be for the 99 percentile car). Earthworks and retaining (may be on separate plan) Location of proposed building container during construction 	1:200 A3	<input type="checkbox"/>
6	<p>Roof Plan Roof Plan to Include:</p> <ul style="list-style-type: none"> Roofing materials including LVR and finish (coloured metal profiles must be specified as a G10 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"/>
7	<p>Floor Plan Floor Plan to Include:</p> <ul style="list-style-type: none"> General layout Windows, door & other openings locations Upper floor percentages Steps & external areas External Areas Service areas for Clothes lines & Rubbish Bins 	1:100 A3	<input type="checkbox"/>
8	<p>External Detailing Plan Sections of external detailing showing façade & depth, including</p> <ul style="list-style-type: none"> Windows, including how recession is achieved Eaves and other key roof features Walls, particularly at join of two materials The Colours of exterior accessories to be specified: Gas Meter Covers to be in black Gas Cali Fonts and external Electricity meter covers to match surrounding cladding 	1:100 A4/A3	<input type="checkbox"/>
9	<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) Architectural features including windows Percentage of windows on each elevation Exterior wall claddings, garage door & joinery materials, colours, finish & LRV of any 	1:100 A3	<input type="checkbox"/>

Item Number	Plan/Item	Format	Check as Included
	<p>Painted surfaces</p> <ul style="list-style-type: none"> • Dimensions <input type="checkbox"/> • Areas of cut and fill <input type="checkbox"/> • Key landscaping features <input type="checkbox"/> 		
10	<p>Perspectives & Renderings Fully rendered coloured computer generated perspectives to convey the total design in 3d.</p> <ul style="list-style-type: none"> • Total package of landscaping & buildings included <input type="checkbox"/> • Provided from all key views from public spaces or from neighbouring homes <input type="checkbox"/> 	A3	<input type="checkbox"/>
11.	<p>Please supply a sample of each stain and paint colour on the product to which it is to be applied. Nb stain colours are required to be in the range of blacks, browns and greys with no orange or red hues permitted.</p>		<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"> • Existing and proposed contours <input type="checkbox"/> • Driveway (including car turning areas) and parking, driveway materials, grade and width. Please identify crossings as existing or proposed. <input type="checkbox"/> • Levels <input type="checkbox"/> • Walls (Top of wall and bottom levels are required), fences & gates (showing height & type) <input type="checkbox"/> • Any existing planting must be identified <input type="checkbox"/> • External stairs <input type="checkbox"/> • Decks, Patios, Courtyards, <input type="checkbox"/> • Pools & spas <input type="checkbox"/> • Pergolas, awnings, sheds, glasshouses etc <input type="checkbox"/> • Exterior lighting (location, type, model details) <input type="checkbox"/> • Location and screening of metre & service boxes (incl gas metres & heat pumps) <input type="checkbox"/> • Location and screening of washing lines, rubbish bins and other services <input type="checkbox"/> • Colour of staking, visible metre boxes & service units <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"/> 	A3	<input type="checkbox"/>
13	<p>Plant List To Include</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>Impact Studies as Appropriate 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, set backs or height planes <input type="checkbox"/> 	A4/A3	<input type="checkbox"/>
15	<p>Model Required for Comprehensive projects, optional for single dwelling projects. A simple cardboard model of the buildings showing scale</p>		<input type="checkbox"/>
16	<p>Bond Payment 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 12-3195-0023555-51 (References: Lot number, DRB Number and "DRB Bond") 		<input type="checkbox"/>

