

Chickasaw Gardens' Home Association Design Guidelines

Introduction

Quiet streets, attractive homes, rolling terrain, giant oak trees, and a beautiful lake create the community of Chickasaw Gardens. Since the late 1920's, it has been one of the most sought after neighborhoods in which to live. The Chickasaw Gardens' Home Association, one of the oldest in the Mid-South, has diligently tried to maintain this special character by upholding its Deed Restrictions that require its homes to be of "architectural merit, good design, and suitable materials."

To this end, an Architectural Review Committee will review all designs and plans for proposed new homes, additions, walls, fences, outbuildings, swimming pools, gazebos, driveways and parking pads. The following Architectural Design Guidelines have been established to provide property owners, architects and contractors with a set of parameters for the preparation of their drawings and specifications.

By encouraging quality and attention to detail throughout the neighborhood, the aesthetic harmony, natural tranquility and overall property values in Chickasaw Gardens will be enhanced and preserved.

Selecting Your Architect

The selection of your architect is extremely important. To aid in the homeowner's satisfaction with the final product and to ensure the design submittal process runs as smoothly as possible, it is critical to engage registered architects who have experience in residential design. **"Home designers" and contractors providing design services will not be approved.** Most approval problems stem from poor design submittals.

If a list of recommended design professionals is needed, the Architectural Review Committee can furnish one. Architects must be licensed to practice in the state of Tennessee.

Selecting Your Builder

Equally important to the selection of your architect is the selection of a responsible builder who is capable of high quality residential work and one who will abide by all Committee guidelines. Builders who are uncooperative with the Review Committee and the Homes Association Board of Trustees will exacerbate your building process and cost you both time and money.

It is suggested that the homeowner inspect the proposed contractor's past work and contacts references before final selection takes place. A list of recommended builders can be provided by the Review Committee. Due to past problems, some builders are discouraged from building in Chickasaw Gardens. Contractors must be licensed in the state of Tennessee.

Design Review Procedure

The design review process is a simple procedure. Once the design professional has been selected, it is recommended that the owner contact the Review Committee to notify it of pending activity. Any modification to the exterior of an existing structure or any new construction in The Gardens or Chickasaw Gardens must be documented and submitted for review. Interior changes need not be reviewed. Two submittals are suggested, a schematic or preliminary plan and a final plan.

The schematic submission should represent the owner's ideas of what is to be accomplished. It can be in sketch form but must contain all relevant information pertinent to the project. Though the submittal need not be highly detailed, it must be complete enough for the Committee to evaluate and assess the design implications of the proposal. The intention of the Committee is to weed out all proposed designs that are not in accordance with the design guidelines and deed restrictions. This will save the homeowner valuable time and money by not pursuing a scheme that has no chance of being approved by the Board of Trustees. The schematic submission may or may not be presented to the Board for additional comment. With the schematic submittal, the homeowner will enclose a check made out to Eleanor Mascioli in the amount listed below. This fee is a retainer which will apply to hourly design review services.

The final plan submittal should incorporate all the requirements of the Design Guidelines as well as comments from previous meetings and design reviews. Partial documentation will be returned for completion prior to review. The plans will then be presented to the Board of Trustees for formal review and comment at their monthly meeting. After the formal presentation, the Board may require further information, drawings, photographs, etc. before approval is given. Items requiring extensive modification will necessitate another submittal of the plans. The results of the review will be provided in writing to the applicant.

Approval by the Board of Trustees does not relieve the homeowner, architect, or contractor from complying with all applicable building codes, regulations, and city ordinances. The Board does not supervise nor inspect job sites for compliance with building codes or to verify the quality of construction. However, Board members or a member of the Architectural Review Committee may from time to time visit the job site to check the progress of construction. **Any variances to previously approved plans must be resubmitted and reviewed by the Board prior to construction.**

All submittals should be delivered to the architect in charge of review no later than 10 days prior to the monthly Board meeting. These meetings are typically held the second Wednesday of the month. Any submittals delivered after the deadline may be reviewed and presented at the following month's meeting.

No construction may commence until approval by the Board of Trustees is given.

Submission Requirements:

1. Completed 5 page plan submittal form.
2. Two sets of plans.
3. Retainer check payable to: William F. Nixon, RA

Design Review

The Board of Trustees has contracted with William F. Nixon, RA for design review services. However, the board still holds authority on architectural merit and votes on each submission presented.

Correspondence and questions should be directed to:

William F. Nixon, RA
3004 Gardens Way
Memphis, Tennessee 38111
Tel.: (901) 921-0773
Email: nixon@anfa.com

Plan Submittal Fees

Fees for design review are hourly. The retainer fees are structured as follows:

- \$100.00 Fences, walls, landscaping, swimming pools, driveways, and most other outbuildings (excluding garages and habitable buildings).
- \$250.00 All other construction.

Final Plan Review Requirements

The Architectural Review Committee has developed a standard method of arranging drawings submitted for review. While the method is arranged for new construction in mind, additions and remodeling projects will have similar layout and content. Plans should be submitted on 24" x 36" maximum sheet size, be in the order as stated below, and consist of the following information:

SHEET ONE: SITE PLAN

- A. Scale 1" = 10'-0" minimum
- B. Existing topography and proposed finish grades, significant trees, and unique site features.
- C. First floor and basement floor elevations must be indicated with respect to site grades.
- D. Driveway, curb cut locations, sidewalks, patios, entry walks, and air conditioning and garbage enclosures are to be located and drawn to scale.
- E. The plan should illustrate all proposed structures, improvements, fencing, building setbacks, and utility easements. Setback lines are as follows: Front yard setbacks vary (35' – 40' typical); 5' side yard; 25' rear yard for attached structures; 5' rear yard for detached structures.
- F. Retaining wall locations, size, designs, height, and finish must be indicated. Retaining walls connecting to the house must be faced with the finish of the residence's exterior walls with which the retaining wall comes in contact.

SHEET TWO: BASEMENT PLAN (where appropriate)

- A. Scale $\frac{1}{4}$ " = 1'-0
- B. The plan is to be fully dimensioned with room names indicated and described on a schedule to be found on this sheet or another in the set.
- C. The basement floor plan should correspond with site plan orientation.

SHEET THREE: FIRST FLOOR PLAN

- A. Scale $\frac{1}{4}$ " = 1'-0
- B. The plan is to be fully dimensioned with room names indicated. Exterior door and window types should be indicated and described on a schedule to be found on this sheet or another in the set.
- C. Decks, patios, stoops, retaining walls, trash enclosures, air conditioning and utility screening, front entry step with materials and finishes, driveway and turnaround, and walks should be located and drawn to scale.
- D. The first floor plan should correspond with the site plan orientation.

SHEET FOUR: SECOND FLOOR PLAN

- A. Scale $\frac{1}{4}$ " = 1'-0
- B. The plan is to be fully dimensioned with room names indicated. Exterior door and window types should be indicated and described on a schedule to be found on this sheet or another in the set.
- C. Indicate and draw to scale lower roof projection, roof overhangs, and chimney locations.
- D. The second floor plan should correspond with the first floor plan and site plan orientation.

SHEET FIVE: ROOF PLAN

- A. Scale $\frac{1}{4}$ " = 1'-0
- B. Indicate all roof areas and corresponding slopes.
- C. Indicate and label the roof material and color.
- D. Label and locate all roof vents, projections, and skylights. All roof vents, projections, and other structures protruding from the roof's surface should be treated so as to appear the same color as the roof material. Skylights are not permitted on the front roof elevation.

SHEET SIX AND SEVEN: BUILDING ELEVATIONS

- A. Scale $\frac{1}{4}$ " = 1'-0
- B. All elevations must be detailed to articulate material, color, finish, door and window types, trims and fascia details. The proposed finish grades against the elevations must be indicated, along with A/C condensing unit and trash screens, decks and stairs. Elevations must show gutter and downspout design and locations.
- C. The elevations should indicate maximum height from first floor finished grade to the uppermost roof peak. The maximum height permitted is 35'-0.
- D. The elevations should correspond with the floor plans and site orientation.

SHEET EIGHT: DETAILS AND SCHEDULES

- A. Scale as required.
- B. Wall sections should be at 1" = 1'-0 minimum.

ADDITIONAL REQUIREMENTS

1. All new homes are required to illustrate, in a single drawing, the front elevation of the new home as well as the homes to either side. Homes proposing major additions and alterations may also be subject to this requirement. The scale is to be minimum $\frac{1}{4}'' = 1'-0$.
2. Owners proposing new homes are required to provide during both the schematic design and the final design submissions 8 bound sets of the plan and elevation sheets only to the Board in addition to the above requirements. Homes proposing major additions and alterations may also be subject to this requirement.
3. A mock-up of approximately 4'-0 x 4'-0 showing the proposed roof material, roof pitch, cornice, and exterior cladding of the home, including the proposed color, will be required on all new homes. This mock-up is to be fabricated at the start of construction and notification is to be given to the Board of its completion. Approval is required from the Board before the materials are incorporated into the house.

Architectural Styles

It is not the intent of these guidelines to dictate specific architectural styles that must be used within Chickasaw Gardens, but rather to give property owners and their architects a set of guidelines that will make the entire community a more attractive place to live. The goal of these guidelines is to encourage a community of individual outstanding architectural statements.

The architectural designs should be customized for each lot to maximize the natural features that exist. Traditional styles such as Georgian, Federal, Adam, Classical Revival, Colonial Revival, Tudor, English Country, English Regency, 18th Century French, or French Country are preferred. Contemporary styling is also acceptable but should adhere to the same criteria as contained in these guidelines.

Good Design

While it is desirable for the homes to exhibit the individuality of their owners, it is also important that they observe basic design principles inherent in good architecture. Following are some of the questions that the property owner and design team should consider when developing the design of the homesite:

- Is the residence situated on the site in a sensitive manner with minimum disruption to the natural topography, vegetation, and unique site features?
- Is there a consistency in the site planning, architecture, and landscaping?
- Is there a sensitive interpretation of the architectural style within the constraints of budget and site?
- Are the specific features of the architectural style well developed and carefully detailed? Have the features been researched to resemble a certain degree of authenticity?
- Is there a consistent scale used throughout the design of the residence? Each element should be designed in proportion to the other design elements?
- Will the various building materials allow for a pleasing and harmonious exterior appearance to the residence? Are the building materials used logically?
- Are the colors appropriate and used with restraint?

Design Features

- A. Consistency of detailing on all elevations should be maintained. Windows and doors should reflect restraint in the number of types, styles and sizes.
- B. Masonry or stone facing used as a veneer material on the front of a residence should return around a corner to a logical point of termination such as an inside corner.
- C. Quoins, when used in the design, should be expressed on the front and side elevations.
- D. Roof forms should be well organized and demonstrate the same character on all sides of the resident. All roof projections such as attic, dryer and plumbing vents, gutters, etc. should be treated to match the roof color or appropriate material.
- E. Skylights are permitted only if they are flat, glazed and curbed and do not appear on the residence's front elevation. The finish must match the roof color.
- F. Flue pipes are required to be encased with a chimney enclosure of masonry or stucco and supported by a foundation at grade when located on an exterior wall.
- G. A raised deck and its supports should incorporate materials that relate to the residence such as brick, stucco, or stone.
- H. It is preferred that garage doors not be flush panel doors. Please indicate on the building elevations and in the door schedule the intended door material, finishes, and color.
- I. All side walls of residences must be at least 5 feet from the property line, and cornices shall not extend so as to project above a point nearer than 1 foot to the side line of a lot.
- J. All detached garages and other outbuildings shall be erected abutting the easement area, shall be only one story in height and shall be under one roof. On corner lots such outbuildings shall be located so as to abut the boundary line farthest from the side street. The roof and exterior walls of the outbuildings shall be of the same material and style of architecture as the residence to which it is appurtenant.
- K. No part of the basement of any residence other than a multi-family residence shall be used as a garage if the entrance to that site is from the front of the residence.
- L. Porches extending beyond the front wall of a residence and over the front building line shall **not** be enclosed in any manner to a height more than 30 inches above the finished floor of the porch.
- M. No signs are permitted to be displayed on the property except house numbers and name.
- N. All wire connections for telephone, electricity, cable TV and other purposes from poles in any reserved easement to the residence or other buildings in Chickasaw Gardens must be carried in underground conduits and shall not be relayed overhead from one building to another.

Building Materials

- A. Exterior walls may incorporate brick, stone, stucco, synthetic stucco (e.g. Dryvit) or wood.
- B. Appropriate roofing materials include cedar shakes, cedar shingles, slate, standing seamed cooper, tile and laminated heavyweight composition shingles. Standard 3-tab shingles are discouraged from being used.

- C. Windows and doors should be made of wood, steel (e.g. Hope's), or vinyl-clad or aluminum-clad wood.

Walls, Fences, and Driveway Gates

Walls and fences should be considered as an extension of the architecture of the residence and a transition of the architectural mass to the natural forms of the site. All walls and fences should be designed to be compatible with the total surrounding environment. Special consideration should be given to the design, placement, impact and views of the wall or fence from neighboring homesites. Acceptable materials include brick, wood, stone, and iron.

The Board of Trustees must approve all walls and fences prior to installation. The maximum height of walls and fences at the sides and rear property lines is 8'-0 and 6'-0 facing the street. No fence or wall shall project beyond the front face of the house. The front face is defined as the dominant exterior surface of the house facing the street excluding connecting porches, overhangs, chimneys, terraces, steps or other projections. The height of the fence or wall is determined by the site's existing natural grade to the uppermost portion of the wall at that location. Mounded earth against the wall will not alter the designated height.

Submissions to the Board for proposed driveway gates, especially those of wrought iron, shall include scaled drawings showing the overall design, detailing the size and shape of individual pieces making up the gate. The drawings should indicate the location of the operator and the swing of the gate. Photographs of similar gates are also helpful. Fabricator's thumbnail sketches and notations are not acceptable.

Pools and Spas

The size, shape and placement of pools must be carefully designed to achieve a feeling of compatibility with the surrounding natural and man-made environment. The location of swimming pools and spas should consider the following:

- A. Indoor/outdoor relationships
- B. Setbacks
- C. Views both to and from the pool area
- D. Wind
- E. Sun
- F. Terrain (grading and excavation)
- G. Fencing and privacy screening

No pools are allowed within the building setback areas. Pool and equipment enclosures must be architecturally related to the residence and other structures in their placement, massing and detail as well as screened or treated so as not to distract adjoining property owners because of noise or view.

Remodeling / Additions / Improvements

Remodeling and additions to existing structures are required to follow the same guidelines as new construction. Additions should follow the detailing and massing of the original architecture and once completed should be indistinguishable from the original. Minor improvements may require minimal documentation and a different submittal format. Submittals for improvements in The Gardens will be jointly reviewed by members of its Architectural Review Committee and that of Chickasaw Gardens.

Children's Play Structures

Children's play structures and basketball goals should be placed with care. It is suggested that surrounding neighbors that will be affected by these structures be consulted prior to installation. Moveable basketball goals with clear backboards create less of a visual impact and should be considered.

General Rules for Homeowner

1. It is the responsibility of the homeowner, once construction has commenced, to make every attempt to keep construction progress moving as swiftly as possible. The length of time a project is under construction should be similar to other projects of similar scope and complexity. While brief delays during construction can occur, the Owner shall notify the Board of any lengthy stoppages of work or other issues which may affect normal, continuous work flow. A long delay with the house in disrepair is an eyesore to surrounding neighbors.
2. It is the responsibility of the homeowner to secure the property under construction each day that the house is unoccupied. Unsecured homes invite vandalism and can cost the homeowner unwanted repair expenditures.
3. Discarded appliances, furniture and other household items are not to be left at the curb for more than 24 hours without being removed by the city. It is the responsibility of the homeowner to notify the city or other waste disposal contractor if removal of such items is required.
4. It is the responsibility of the homeowner to familiarize himself/herself with the deed restrictions of the neighborhood as well as these design guidelines and make them available to the design professional and contractor. These design guidelines are a supplement to the deed restrictions and not a substitute for them.

General Rules for Contractors and Service Personnel

1. Contractors are required to keep the job sites as neat and clean as possible. Trash and discarded materials, such as lunch bags, cans and odd materials, must be removed daily. All contractors are required to maintain a dumpster on the site of the residence under construction. This dumpster shall be emptied periodically, but prior to the point that construction materials reach the upper rim. The Contractor is also responsible for removing all construction material including discarded nails, screws, and other sharp objects from the street in front of the job site by the end of each work day.
2. Proper erosion control is the responsibility of the contractor. Adequate silt fencing must be properly installed and maintained. The streets should be kept free of mud, silt and debris from erosion and construction traffic.
3. Contractors will use only the utilities provided on the immediate site on which they are working.
4. Portable toilets are the responsibility of the contractors. They should be located off of the right of way, screened from view and sanitized weekly.
5. Vehicles are to be parked on one side of the street only or on the immediate site on which the contractor is working. No vehicles (cars, trucks, vans, etc.) may be left in the subdivision overnight. Construction equipment may be left on the site while needed but must be kept off of the street.

6. Washing of any truck or vehicle on the street is prohibited. Any washing of concrete delivery trucks must be on the construction site.
7. Operators of vehicles are required to see that they do not spill any damaging materials while in Chickasaw Gardens. Objects should not be thrown out of cars and trucks. If spillage occurs, it is the responsibility of the operator for clean-up. Clean-ups done by Chickasaw Garden's personnel will be charged to the responsible party.
8. Any damage to streets, curbs, drainage inlets, street lights, street markers, mailboxes, walls, fences, etc. will be repaired by Chickasaw Gardens and such costs will be billed to the responsible contractor.
9. If any telephone, cable TV, electrical, water, or other utility lines are cut, it is the responsible party's obligation to report such an accident within 30 minutes to security personnel.
10. Loud radios or noise will not be permitted within the neighborhood. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction.
11. Only bona fide workers are allowed on the property. Spouses may drive workers to site and pick them up, but must not remain on the property unless they are employees of the contractor. No children will be permitted on the property unless they are bona fide workers.
12. No contractor or service personnel will be permitted to bring pets on the property.
13. Building permits are the only sign or document to be posted at a homesite during construction. Business signs or other forms of advertisement are not permitted. Permits are to be attached to a post in a manner protected from the elements. Trees are to be kept free of all permits and signage.
14. The contractor is responsible for placing temporary fencing around trees to be protected. This should be placed at the drip line of the tree and all vehicles should be kept away from the tree's roots.
15. Construction working hours are from 7:00 a.m. until 7:00 p.m. on weekdays and 7:00 a.m. to 4:00 p.m. on Saturdays. It is understood that emergencies (storm damage, fire, burst pipes, etc.) occurring after official work hours may require the immediate attention of construction trades to prevent further damage to the property. No other exceptions will be allowed.
16. The Contractor shall make every effort to keep his jobsite manned and to manage the project efficiently so as to keep the total construction time to a minimum. He shall notify the Homeowner when unanticipated, lengthy delays in construction are known.

Chickasaw Gardens Homeowner's Association
Board of Trustees
Architectural Review Committee
October 2000
Revised 2002
Revised 2003
Revised 2006
Revised 2010
Revised 2017