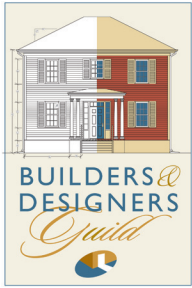


Norfolk Redevelopment & Housing Authority
Builders' and Designers' Guild
2010 Manual

TABLE OF CONTENTS



one

Overview

- Background & Purpose
- Goals
- Administration & Management
- Organization Chart

Membership Information

- NRHA's Role
- Member's Role
- Membership Benefits
- Membership Categories
- Selection Process
- Evaluation Criteria
- Member Orientation & Education
- Membership Application Fee/Annual Fee
- Performance Review Standards

Other Information & Resources

- Section 3 & Economic Opportunities
- Minority-Owned & Women-Owned Business Enterprises (MWBE)

two

Design Services Program

- Overview
- Design Aids
 - House Plans Library
 - Ocean View Design Publications

Design Standards

- Single-Family New Construction Standards (General Infill)
- Ocean View Single-Family Construction Design Standards

Submittal Requirements

- Residential Submittals Requirements
- City of Norfolk Residential Plan Review Checklist
- Design Review Appeals Process

Landscaping

- Landscape Guidelines
- Fencing Guidelines

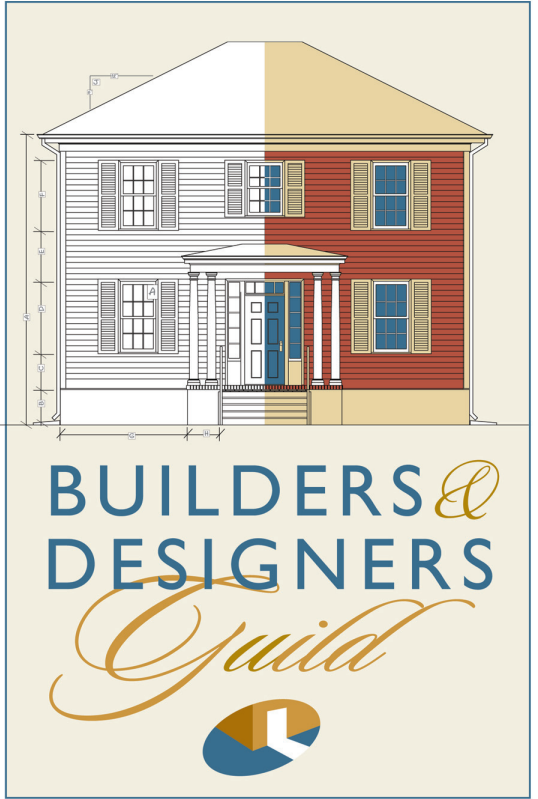
Inspections

- NRHA Inspections
- Typical Restrictive Covenants

three

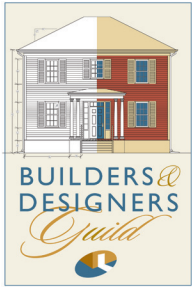
Blank Submittal Forms

- Exterior Materials Selections
- Seasonal Seeding Submittal Sheet
- Site Maintenance Regimen
- Typical Restrictive Covenants
- Description of Materials



NRHA BUILDERS' & DESIGNERS' GUILD

OVERVIEW



BACKGROUND & PURPOSE

With renewed interest in urban living, both Norfolk Redevelopment and Housing Authority (NRHA) and the City of Norfolk are realizing tremendous success in restoring and redeveloping neighborhoods. More and more people are coming home to Norfolk, whether to condominiums downtown, waterfront communities in Ocean View or traditional Queen Anne homes in Park Place. NRHA, acting as a land developer on behalf of the City, is making a substantial investment of public dollars to attract private dollars to restore and build new housing in many neighborhoods. Thus, NRHA's development mission is to set the standard in architectural design and construction integrity for private-sector emulation.

Norfolk's rich architectural heritage has created a collection of neighborhoods remarkable for their diversity and unique character. The architectural styles of the houses vary from neighborhood to neighborhood, especially in the traditional neighborhoods built between 1850 and 1950. But in recent years, the distinctly different quality of traditional architectural styles has been affected by the mass production of houses in Hampton Roads that seem redundant in character.

New construction must both harmonize and reinforce the better character of the neighborhood. Standardized suburban house design and lot layouts cannot achieve this. Thus, NRHA and the City are committed to assembling a cadre of builders and partners, such as architects and craftspersons, who design and build a wide range of houses, while maintaining the character of traditional neighborhood design (TND). These concepts and standards are illustrated in "A Pattern Book for Norfolk Neighborhoods." (see Resources, Section B)

NRHA provides about 100 buildable lots annually for single-family residential construction. Generally the lots are singles or multiples of up to 20 or 30. Two large NRHA developments, East Beach and Broad Creek, were selected for the Tidewater Builders Association (TBA) Homearama 2004 and 2005, respectively. East Beach was selected again for HomeArama Fall 2010.

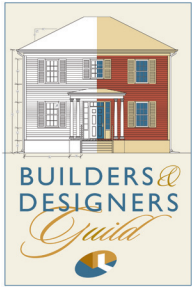
NRHA lots are generally suitable for designs referenced by the NRHA House Plans Library (see Resources, Section B). In addition, NRHA publishes preferred architectural patterns for certain neighborhoods that guide builders and homeowners on appropriate architecture for the properties. These preferred patterns identify and encourage both neighborhood and area vernacular styles. An architect or qualified designer may readily interpret these patterns to meet the homeowner's and/or builder's program. In the case of custom homes, designer participation is critical. Thus, a key to successful home design is a good working relationship between a builder and designer. Over time, these relationships grow even more valuable for each party.

The Guild

Based on a strong commitment to and presence in the housing market, NRHA established a Builders and Designers Guild ("the Guild"). The Guild is comprised of builders, architects and qualified designers, who share a common belief that quality design and craftsmanship are integral components of creating great neighborhoods. Guild membership is required for single-family (attached and detached) construction projects, where NRHA is the land developer. The Guild may ultimately be expanded to include multifamily and other development scenarios.

GUILD GOALS

- Establish and maintain quality builder/homebuyer relationships, resulting in positive customer satisfaction for homebuyers in NRHA developments
- Promote a high level of construction quality and recognize excellent builder performance
- Facilitate good communication between NRHA, the city and the design-build team
- Enhance revitalization of Norfolk's architectural and building legacy through continuous improvement in housing design and craftsmanship



ADMINISTRATION & MANAGEMENT

Guild Executive Committee

- Function: To provide executive direction for the Guild Operations Team (GOT).
- Reports To: NRHA Executive Director on Guild matters as necessary.
- Duties: Final selection of Guild members
Adjudication of members referred for Provisional Status or removal
Liaison for Guild with NRHA Executive Director and Board of Commissioners
- Members: Jim Gehman, Assistant Executive Director of Development Operations
Peter Oberle, Director of Design & Construction Services
Jim Hollomon, Director of Real Estate Development Services

Guild Evaluation Team (GET)

- Function: To evaluate applications for Guild membership and referrals from the Guild Operations Team (GOT).
- Reports To: Guild Executive Committee
- Members: Jim Hollomon, Director of Real Estate Development Services
Russell Ward, Design & Construction Services Representative
Linda Davenport, Section 3 Administrator
Michael Clark, Neighborhood Development Director
LaShawn Fortes, HomeNet Representative

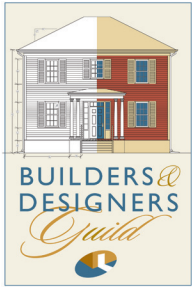
Guild Operations Team (GOT)

- Function: To determine Guild policies and provide general oversight of Guild business.
- Reports To: Guild Evaluation Team
- Duties: Develop and publish Guild policies and strategies
Develop and present/publish Guild Member Programs
Evaluate member performance reports, referrals; make recommendations to GET
Provide liaison with Guild membership
- Members: Russell Ward, Guild Coordinator (D&C)
Anita Roberts, Real Estate Services Representative
Ed Ballance, Design & Construction Services Representative
Will Henderson, Construction Compliance Specialist
Nat McCormick, Senior Architect
Ed Ware, NRHA Public Relations Representative
Guild Builders' Representative (elected annually) , Bobby Howerin
Guild Designers' Representative (elected annually), Greg Frech, AIA

Guild Builders' and Guild Designers' Representatives

- Function: To represent general Guild membership on policy, strategy, programs, and special issues.
- Reports To: Guild Operations Team
- Duties: Member of Guild Operations Team (GOT)
Liaison between general membership and GOT
Present membership issues for discussion and disposition
Participate in planning and development of member meeting programs/agendas
Other duties as they may arise
- Members: Selection by vote of the general Guild membership for 1 year term.

Cont.



Guild Coordinator - (D&C) Russell Ward

Function: To provide administrative services for the Guild Operations Team (GOT)

Reports To: Guild Operations Team (GOT)

Duties: Chair GOT; notifies GOT members of meetings; provides information and documents pertinent to GOT business.

Provide applications for Guild membership to prospective members

Non-voting Chair for the GET

Notifies Guild membership of events, programs, and agendas

Maintains Guild records and reports; distributes quarterly reports

Provides communication with certain City bodies for the Guild

Serve as liaison with realtors regarding Guild business

Serve as liaison with other NRHA departments and staff regarding Guild business

Architectural Specialists (D&C) - Nat McCormick, Russell Ward

Function: To develop Guild policies and programs relevant to Guild designers in concert with GOT>

Reports To: Guild Operations Team

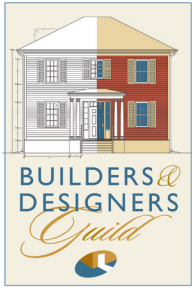
Duties: Serve as members of GOT

Evaluate designer's applications for Guild membership

Provide regular reports on designers' contributions to Guild

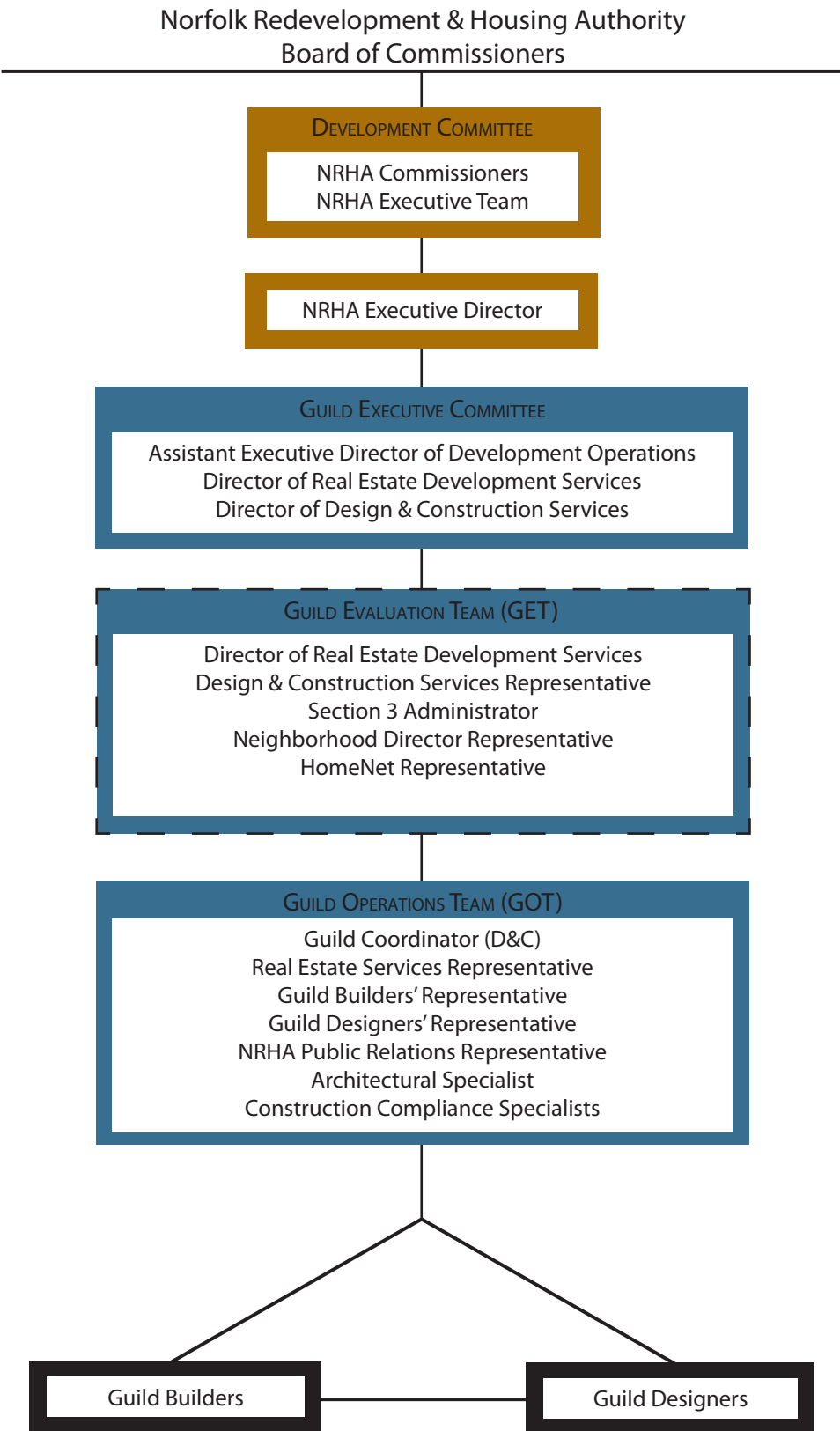
Develop special programs and events for Guild designers

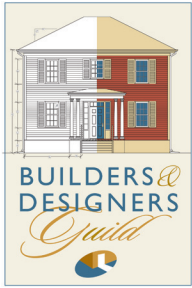
Serve as liaison with outside architects and industry professionals for Guild events, information, and educational resources



Guild Organization Chart

OVERVIEW





MEMBERSHIP INFORMATION

NRHA'S ROLE

- Manage the Guild
- Establish overall neighborhood development plans and goals in collaboration with the community
- Develop the master plan, obtain development entitlements and develop community infrastructure
- Provide Guild members and the public the opportunity to obtain buildable lots
- Establish community governance structure and protective covenants
- Perform the design review process in a timely manner to meet construction schedules
- Coordinate community-wide sales and marketing efforts for new developments
- Provide homeownership opportunities to as many citizens as possible via the NRHA Home Ownership Center (see Resources, Section E)
- Facilitate referrals of job-ready Section 3 residents for employment opportunities with Guild members (see Resources, Section D)
- Facilitate relationship-building by sharing information among Guild members, Section 3, minority-owned and woman-owned businesses (see Resources, Section D)
- Foster courtesy and cooperation with and among Guild members

MEMBER'S ROLE

- Design and build homes that: are appropriate for neighborhood scale and site, utilize durable materials, have marketability and take advantage of site amenities, such as views and trees.
- Submit technical documentation that includes professionally prepared of coordinated site, building and landscaping plans with accurate details and dimensions.
- Provide prior notification of field design changes to NRHA, appropriate City officials and buyers, as well as timely communication and problem resolution.
- Perform construction supervision through design document compliance, coordination of trades, site management (i.e., trash removal, and adjacent property protection), as well as attention to safety, erosion and sediment regulations. A proactive approach is needed for completion and warranty items.
- Provide inspections demonstrating cooperation with City and NRHA inspectors, builder and subcontractor participation during construction meetings, and prompt and thorough response to inquiries.
- Demonstrate craftsmanship with attention to detail, proper use of materials and compliance with manufacturers/industry standards.
- Provide customer satisfaction through personal service, clear communication of project requirements, covenants and terms, timely follow-up, and problem resolution.
- Participate in Economic Opportunities program, Guild meetings, etc.

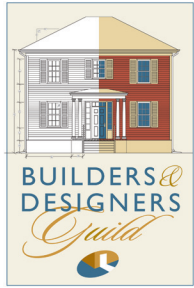
MEMBERSHIP BENEFITS

- Eligibility to purchase NRHA property and enter into land disposition contracts (see Resources, Section C). (Note that public is eligible to purchase property but must use Guild member for home construction.)
- Preview of neighborhood development projects and opportunities
- Input into NRHA plans for new housing projects as they are being developed
- Educational and networking events with Guild partners such as Tidewater Builders Association (TBA), American Institute of Architects (AIA) and Seaside Institute
- Leads from NRHA Home Ownership Center on qualified buyers.

MEMBERSHIP CATEGORIES

- Builder (Commonwealth of Virginia Class A Licensed)
- Architect/Qualified Designer

The Guild is open to all quality builders and architects/qualified designers, meeting established Guild criteria. Member recruitment is ongoing.



MEMBERSHIP INFORMATION

SELECTION PROCESS

- NRHA recruits applicants from builders based in the Hampton Roads region of Virginia. The selection process generally takes thirty to sixty days for completion of selection process, which includes:
- Submittal of Membership Application for consideration by the Guild Evaluation Team (GET) (see Resources, Section A)
- Customer satisfaction survey of customers served within last three years
- Record of satisfactory performance, if previous work has been done for NRHA
- Personal interviews by GET member(s) to review application
- Financial capability
- Vendor reference and feedback
- Site visits to completed and in-progress homes

EVALUATION CRITERIA

- Capacity to build at expected levels of quality.
- Collaboration/relationships with builders, architects/qualified designers, vendors and suppliers.
- Record of/intent to team with minority-owned, woman-owned and Section 3 businesses.
- Site management including neighborhood-sensitive operations, waste management, erosion and sediment control, tree protection, code compliance and safety.
- Customer-service track record
- Commitment to utilization of TND concepts and values.

The Guild Evaluation Team is chaired by the Guild Coordinator and consists of one member from the following departments to ensure diversity:

- Design and Construction
- Real Estate Development Services
- Home Ownership Center
- Procurement and Economic Opportunities
- Neighborhood Director Representative

The GET reports to the Guild Executive Committee who inform the NRHA Board of Commissioners Development Committee, consisting of three board members, of the selection or rejection of all applicants. If an applicant feels a rejection decision was unfair, he or she can appeal in writing within 30 days to the Development Committee. The Committee will notify the full Board of Commissioners about the outcome of the appeal at their regularly scheduled monthly meeting.

GUILD MEMBER ORIENTATION & EDUCATION

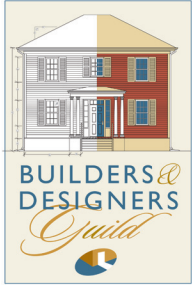
Upon acceptance into the Guild, members undergo an orientation/education process to assure a comprehensive understanding of NRHA's and the City of Norfolk's housing development vision, design submittal, review and construction inspection processes. The following is included as part of the orientation/education process:

- Overview of Conservation and Redevelopment visions and strategies
- Design standards, prescribed plans, and preferred architectural patterns overview
- Design review policies and procedures
- Lot sales policies
- Broad based marketing to promote communities
- Site visits to developments and design precedents and models
- Economic Opportunities workshop for employment, training and contracting

GUILD MEMBERSHIP APPLICATION FEE/ANNUAL FEE

A non-returnable application fee of \$250 must accompany the application. An annual membership charge of \$250 will be charged each year thereafter. The fee will defray administrative expenses, such as customer satisfaction checks by an opinion research firm.

Architects/qualified designers will be charged annual dues of \$150.



MEMBERSHIP INFORMATION

PERFORMANCE REVIEW

Design, construction and customer satisfaction represent important attributes in the continuous evaluation of a builder. NRHA Design and Construction Department staff conducts reviews as a project proceeds and maintains a Builder Performance Ranking (BPR) on each member. Results are shared quarterly with the builder and GET.

Acceptable builder reviews become part of the selection basis for future lot disposition. Scores below 50% on the BPR require member notification regarding where performance must be improved. If these issues are not addressed as prescribed by GET, suspension may be warranted.

The Guild Executive Committee, upon referral from the GET, may, in its sole discretion, suspend membership of a builder who in their opinion does not meet expectations, as stated under the Member's Role section. The Development Committee is notified of the action prior to suspension. A notice of suspension is sent to the official Guild member.

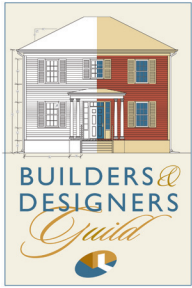
Any member suspended may request a meeting with GET, which will be granted in a reasonable time period. GET will share reviews and concerns, and the builder may respond to those. GET may offer a performance improvement plan with reinstatement criteria. Builders may be reinstated on probationary status until acceptable performance is achieved. Chronic poor performance may result in loss of Guild membership.

Guild members receiving a suspension notice may appeal to the Development Committee within 30 days of receiving the notice. The Committee will review cases and make a final determination. The Committee will inform the full Board of Commissioners of its decision at the Board's regularly scheduled monthly meeting.

Builder Performance Rankings

NRHA Design and Construction Services Department compiles and publishes quarterly an assessment of Guild builders' performance in meeting design submittal, construction inspections, and homebuyer satisfaction requirements. A template of this Builders Performance Ranking (BPR) spreadsheet is shown on the page following.

A builder's performance in these three areas is scored and the resultant ranking among peers is determined. Builders falling below the fifty-percentile ranking will be invited to a consultation with the Guild Evaluation Team to address those areas of performance needing improvement.



OTHER INFORMATION & RESOURCES

MEMBERSHIP APPLICATION AND CUSTOMER SATISFACTION SURVEY

Contact Russell Ward at 757-314-2079

DESIGN SERVICES PROGRAM RESIDENTIAL SUBMISSIONS REQUIREMENTS, CONSTRUCTION INSPECTIONS AND APPEALS PROCESS, "A PATTERN BOOK FOR NORFOLK'S NEIGHBORHOODS," & NRHA HOUSE PLANS LIBRARY

Contact Russell Ward at 757-314-2079

LAND DISPOSITION CONTRACT AND POLICIES

Contact Anita Roberts at 757-314-4210

Note that citizens interested in the purchase of single lots should schedule an initial meeting with the above contact.

ECONOMIC OPPORTUNITIES

Economic Opportunities: Contact Linda Davenport at 757-314-2026

Under Department of Housing and Urban Development (HUD) Section 3 regulations, federal funding recipients for housing and redevelopment projects (such as NRHA) shall to the greatest extent feasible, provide employment, training and contracting opportunities to low income persons. This includes a special emphasis on persons receiving HUD housing assistance.

NRHA assists builders in preparing a "Section 3 Work Plan." This consists of projections of employment and training opportunity as well as contracting opportunities for Section 3 businesses. As a facilitator, NRHA provides a directory of certified Section 3 businesses to assist Guild members in locating a business for contracting opportunities. Builders or their subcontractors are to pay workers employed directly at the development site no less than the locally prevailing wages and fringe benefits for similar projects.

A minority-owned business enterprise is defined as a business that is at least 51% owned by one or more minority group members. Criteria for publicly owned business are that at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more individuals. Minority groups include, but are not limited, to Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans and Hasidic Jewish Americans.

A woman-owned business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

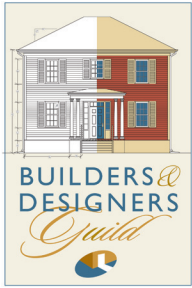
NRHA HOME OWNERSHIP CENTER

Call 757-314-4202

This center is a resource designed to link families from all economic backgrounds to the variety of housing choices available in Norfolk. The center's staff and partners are dedicated to making the Great American Dream of Homeownership a reality for more people every year.

GENERAL INFORMATION

Contact Ed Ware at 757-533-4682



OTHER INFORMATION & RESOURCES

SECTION 3 BUSINESS ENTERPRISE FACTS SHEET

(DEPARTMENT OF PROCUREMENT AND ECONOMIC OPPORTUNITIES)

In accordance with the Housing and Urban Development Act of 1968, as amended, recipients of funds for federally assisted housing and redevelopment projects shall, to the greatest extent feasible, provide economic opportunities in employment, training and contracting to Section 3 residents and businesses.

As facilitator, NRHA has compiled and maintains a directory of Section 3 businesses meeting the criteria. The directory will be made available to NRHA's contracting officers, developers and prospective and current prime contractors to assist them in identifying Section 3 businesses and facilitate their outreach efforts.

Please Note:

NRHA does not guarantee that Business Enterprises appearing on the NRHA Section 3 Business Directory qualify as a Section 3 Business. The directory merely identifies those businesses that claim to qualify as Section 3 Businesses. Furthermore, appearance on the NRHA Section 3 Business Directory does not in any way serve as a guarantee that any business will be selected for or awarded any contract or business opportunity.

Are you a section 3 business enterprise?

A Section 3 Business Enterprise is:

- A business that is at least 51 percent or more owned by Section 3 residents,
- A business whose 30% percent of permanent, full-time employees are Section 3 residents, or we Section 3 within three within the past 3 years.
- A business that will commit to subcontract 25 percent or more of all NRHA contract dollar awards to Section 3 businesses.

A Section 3 Resident is:

- A public housing resident, or
- A low income person who lives in the metropolitan area where a HUD-assisted project for housing or community development is located. Low income is defined as income below 80% of the median household income of that area. The 2005 median household income for this Metropolitan Statistical Area is \$60,300.

The Section 3 Resident Certificates are available for you to survey your current and prospective employees. To determine if a person is a Section 3 resident you must consider the family's annual household income and the number of persons in the household. The chart below will help you to identify a person as a Section 3 resident. Find the family size on the chart. If the family's annual income is equal to or less than the income listed below that box, that person is a Section 3 resident.

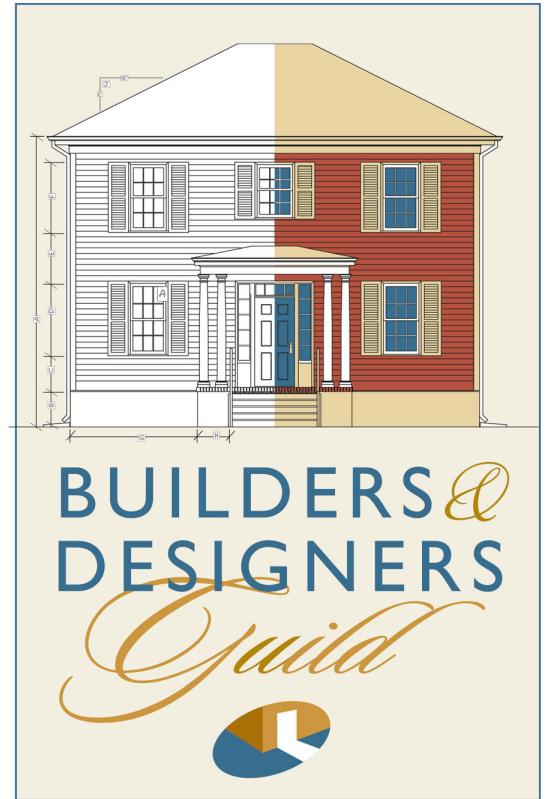
Family Size	1	2	3	4	5	6	7	8
Annual Income	\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050

How can businesses find Section 3 Residents?

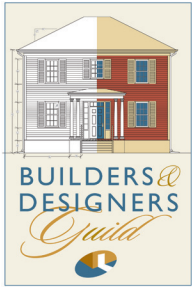
Contact NRHA's Department of Procurement and Economic Opportunities at (757) 314-2026 to provide them your company's employment and training opportunities and any special knowledge, skills, abilities and/or requirements. NRHA will search its database and refer Section 3 residents as candidates for your interview and consideration. You may also use your own advertising and marketing resources to target Section 3 residents.

Examples of Section 3 jobs may include, but are not limited to:

- Administrative/Management (accounting, payroll, research, bookkeeping, purchasing, word processing);
- Services (repair, florists, marketing, carpet installation, janitorial, catering, landscaping, printing, computer services, transportation);
- Construction (architecture, bricklaying, carpentry, cement/masonry, demolition, drywall, electrical, elevator construction, engineering, fencing, heating, iron works, machine and equipment operator, painting, plastering, plumbing, tile setting, unskilled labor, semi-skilled trades, skilled trades).



NRHA BUILDERS' & DESIGNERS' GUILD
DESIGN SERVICES PROGRAM



Design Services Program

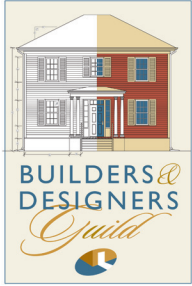
PROGRAM OVERVIEW

The objectives of the Design Services Program are to assist our builder/partners with understanding and designing within the architectural parameters of the Design Standards for each neighborhood; to provide consistent, simple, and speedy design submittal and review service; and, once the plans have been approved, to assure construction compliance with inspections timed to catch any error early. This Program also offers to Builders and their Homebuyers the services of a resource design workshop for exploring alternatives, developing plans, and selecting finish materials. Subsequent to plans approval, the Construction Compliance Specialist (CCS) will work with builders in deriving solutions, techniques, and materials to achieve the architectural design intent.

From commencement to completion, there are three basic sequential phases:

- First, the foundation for a positive, productive, mutually beneficial partnership will be established from the very beginning of each project with the Pre-design Site Review (RI-1). This physical site review by the builder and the CCS documents the existing conditions of the property and notes any particular issues with the site and streetscape, including appropriate house styles and setbacks of adjacent houses prior to the development of design plans. With this initial site review, everyone will begin “on the same page.”
- The second phase is initiated with the submittal by the Builder/Partner to the NRHA Real Estate Specialist of the Preliminary Design Submittal. Upon approval of this submittal, the Land Disposition Contract will be ordered. With the subsequent Final Design Submittal package, Builders are to signify that they have reviewed the plans and documents being submitted, and found them to meet the complete submittal requirements and to be in conformity with the guidelines. With this oversight, Builders and their house designers will be spared wasted time and energy by drawings being returned for revision due to incomplete or erroneous required information. Upon approval of the complete Final Submittal Package, the Land Disposition Contract will be executed. These approved house plans and engineered site plan are to be submitted to the City by the Builder for construction permits. A copy bearing both the NRHA-approval and City stamps is to be furnished to the Construction Compliance Specialist (CCS) prior to the commencement of construction--again, to insure during construction that everyone is reading from the same page.
- The General Siting Review (RI-2) by the Construction Compliance Specialist (CCS) launches the third phase. Submittal of the NRHA/City stamped drawings by the Builder to the CCS, establishment of a rough timeframe for the subsequent inspections, and discussion of essential construction trades coordination in achieving the architectural intent of the plans also occur during this site meeting. The routine monitoring of construction through six subsequent inspections completes the process.

Enclosed for your reference is more specific and detailed information, including the Appeals Process, the Residential Submittals Requirements, and the Construction Inspections. If you would like clarification regarding the Design Services Program or need information about the design guidelines for any of our neighborhoods, please feel free to contact Russell Ward at 757-314-2079 or via e-mail at ruward@nrha.norfolk.va.us.



Design Services Program

DESIGN AIDS

As assistance to builders and homebuyers in securing house plans compatible with Norfolk's traditional-architecture neighborhoods, NRHA publishes a Library of pre-selected and pre-modified house plans. Affordably priced, these plans are readily available from the plan vendors directly through the NRHA web site (www.nrha.us).

Additionally, the **Ocean View Design Standards and Preferred Architectural Patterns** and its **Supplement** provide comprehensive guidance in selecting plans or designing a home compatible with the best of Ocean View tradition.

For the Broad Creek development, a **Design Manual & House Plans** publication is available for reference for general design guidance.

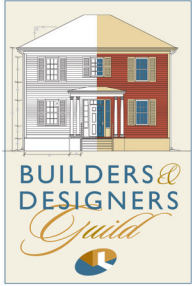
Builders and designers are encouraged to discuss architectural vision and issues with NRHA Design and Construction Services Department staff prior to plan selection or custom design of homes for a particular neighborhood. Architectural patterns vary from neighborhood to neighborhood, and choosing a style compatible with the existing streetscape is an NRHA requirement and hallmark of the service we provide Norfolk's residents.

Design & Construction Staff

General Infill Housing City-Wide: Contact Russell Ward at 757-314-2079

Stonebridge Crossing, Mason Creek, & Huntersville II: Contact Nat McCormick at 757-314-2097

Broad Creek: Contact Bruce Leuthold at 757-314-2073



Design Services Program

SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS (GENERAL INFILL PROPERTIES) SEPT., 2010

The Design Standards specify certain basic required elements of construction, which will apply to all housing types and styles. These standards are intended to establish a minimum benchmark in design quality for new housing while allowing for the architectural diversity that is a Norfolk tradition. Exception to a standard may be granted on the basis of architectural merit where consistency with architectural language overrides, or improvement to the standard is achieved.

Architectural style & massing to be in context with the existing streetscape

House & Guest Cottages

- Crawl space construction
- 2' High brick, tabby or stucco foundation skirt
- Gutters & downspouts w/ splash blocks
- Ample windows on all levels
- 9' Main floor ceiling height preferred
- Corner lots require façades of equal importance to each street

Preferred Exterior Finish Materials

Siding

- Wood
- Machine-cut shingles (hand-split shakes are not acceptable)
- Brick - Modular Standard size if 10%+ of front elevation is brick
- Stucco (heavy textures discouraged; EIFS not allowed)
- Fiber-cement siding (embossed wood grain finish discouraged)

Alternative Siding Materials

- Vinyl siding: .044-gauge minimum thickness (smooth finish preferred)
- Vinyl shingle: Wolverine "Perfection" or equivalent

Roofing

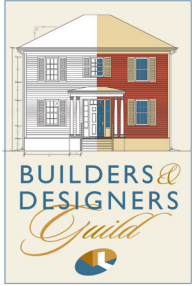
- Asphalt shingle, 25-year minimum warranty, anti-fungal
- Standing seam pre-finished metal
- Galvanized metal; painted metal
- Pre-finished aluminum or vinyl drip edge at roof sheathing perimeters required
- Roof venting to be colored to blend with shingles

Proportion & Detailing

- Massing to be architecturally correct as appropriate-to-style
- Dormers to be proportioned and detailed consistent with style period of house
- Window and door trim, corner boards, frieze and fascia, cornice, column capitol & base, etc. to be complete, consistent, and generous in scale

Detailing For General Traditional Styles Includes:

- 4" Minimum width corner boards & window trim
- 6" Minimum width door trim
- 6" -wide solid trim between paired windows ("twins" not acceptable)
- 10"-14"-high beam element @ porch
- Windows @ 1st floor to be 6" minimum taller than upper floor(s) windows
- Frieze & raking frieze boards 2" wider than fascia board
- 9/12 minimum roof pitch @ main house mass
- Cornice flashing to be pre-finished metal @ 2/12 maximum pitch, colored as fascia board (Roofing shingles not acceptable)
- Stacked windows alignment
- Chimney element to be from grade w/ 2' skirt as house and up to roof ridge



Design Services Program

SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS (GENERAL INFILL PROPERTIES) CONT.

Porches

One or more usable, covered porches visible from public right-of-way preferred

- Minimum 6' deep front-to-back from house to back of handrail
- May be screened or partially screened
- If brick or cement floor surface, then brick rowlock @ perimeter
- Brick entry steps
- Railing system to have milled top and bottom rails; newel posts at entry step
- 8" Minimum column width w/ appropriate base and capitol detailing
- Porch ceilings to be bead board (painted or vinyl) or other appropriate-to-style surface material
- Exposed joists or rafters to be painted or stained white
- All porch and deck elements visible from public R.O.W. to be painted or stained appropriate color
- Ground floor porch and deck to be under-penned (lattice-in-frame or other material as appropriate)
- Brick or concrete walkway from steps to public right-of-way (3'-4' width)
- Entry Light fixture(s)
- Rear stoops/porches to have walkway or stepping stones to drive

Garages

A garage or storage shed (6' x 8' min.) is required.

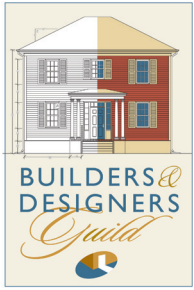
- Garage may be attached, detached, or integral
- Front-loaded attached garages to be minimum 20' behind front facade
or
Entry significantly subordinated by recessing behind architectural Element such as a pergola, balcony, upper floor porch, colonnade, etc.
- Separate entry door for each bay, 2-bay maximum if front-loaded
- Attached garages to have 2' high skirt continuous with house
- Detached garage design to coordinate with house in style, detailing, & materials
- Separate personnel door
- Interior & exterior light fixtures

Site Plan

- House width to provide 55% minimum lot-width coverage (not including attached garage)
- Two off-street parking spaces
- Single-apron driveway curb cut
- Set backs per city zoning ordinance or NRHA special district permission

Discouraged Styles, Elements, Details, Materials:

- High victorian; victorian bay window facades
- Suburban tract styles (lack of definitive architectural period or character).
- 2-story entry facades
- Motor court drive/garage arrangement
- Jalousy windows; sliding windows; glass block on street elevations
- Overuse, mixing of specialty windows on street elevations
- "Pork chop" or boxed cornice returns
- Totally perforated soffit material
- Soffit material @ underside of porch beam element
- Inappropriate shutter sizes & applications
- Open risers @ wood porch steps
- Generic, minimal porch railing systems; exposed attachments
- False chimneys; chimneys clad in siding; cantilevered chimneys; chimneys lower than the roof ridge line
- Stone; faux stone
- Commercial or oversize exterior materials
- Exposed concrete block
- Attic, plumbing, heating, fireplace, appliance vents visible from the public right-of-way



Design Services Program

SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS (GENERAL INFILL PROPERTIES) CONT.

Discouraged Styles, Elements, Details, Materials: continued

- Inappropriate or overuse of trim coil cladding; “oil-canning”
- “Breaking” of trim coil to approximate mouldings, details
- Carpenter corruptions:
 - “Window header heights must be same as door header height”
 - Shingled “pigeon walks” on neo-classical pediments
- Breaker Panel in main rooms or highly visible location

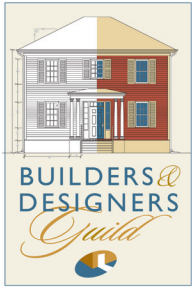
Design Note

Traditional architectural patterns fit easily into Norfolk’s established streetscapes and make for attractive, inviting new urban housing developments as well. Developers and builders are encouraged to resource house plans from catalogs, such as the TND Series available from www.newurbanist.com or from the House Plans Library at www.nrha.us.

Architects developing house plans for NRHA neighborhoods are encouraged to reference published architectural patterns resources and to select a specific traditional style for design development. Then, reference to these resources will assure massing, fenestration, detailing, and materials that are consistent with the architectural language of the style selected.

- One such resource is *A Field Guide To American Houses*, by McAlester, available at local bookstores.
- Another resource is *A Pattern Book For Norfolk Neighborhoods*, available from NRHA.
- *Traditional Construction Patterns* by Mouson and *Get Your House Right* by Cusato & Penreath are excellent resources for appropriate traditional detailing.

(NRHA does not accept for review copies, derivatives, or “knock-offs” of copyrighted designs.)



Design Services Program

OCEAN VIEW SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS SEPT., 2010

The design standards specify certain basic required elements of construction, which will apply to all housing types and styles. These standards are intended to establish a minimum benchmark in design quality for new housing while allowing for the architectural diversity that is an ocean view hallmark. Exception to a standard may be granted on the basis of architectural merit where consistency with architectural language overrides, or improvement to the standard is achieved.

Ocean View Avenue

1800 SF minimum heated/cooled living space

Architectural style & massing to be in context with the existing streetscape

Preferred Exterior Finish Materials

Siding

- Wood
- Machine cut shingles (Hand split shakes are not acceptable)
- Brick - Modular Standard size if 10%+ of front elevation is brick
- Stucco (Heavy textures discouraged; eifs not allowed)
- Fiber-cement siding (Smooth finish preferred)

Ocean View General Infill Properties

Architectural style & massing to be in context with the existing streetscape

Preferred Exterior Finish Materials:

Siding

- Wood
- Machine cut shingles (hand split shakes are not acceptable)
- Brick - Modular Standard size if 10%+ of front elevation is brick
- Stucco (heavy textures discouraged; eifs not allowed)
- Fiber-cement siding (embossed wood grain finish discouraged)

Alternate Siding Materials

- Vinyl siding: .044-gauge minimum thickness (smooth finish preferred)
- Vinyl shingle (wolverine "perfection" or equal)

Ocean View Avenue & General Infill Properties

Roofing

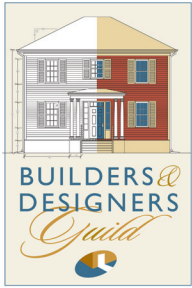
- Asphalt shingle: 25 year minimum warranty, anti-fungal
- Standing seam pre-finished metal
- Galvanized metal; painted metal
- Pre-finished aluminum drip edge at roof sheathing perimeter required
- Roof venting to be colored to blend with shingles

House & Guest Cottages

- Crawl space construction
- 2'-high brick, tabby or stucco foundation skirt
- Ample windows on all elevations
- 9'-main floor ceiling height
- Gutters and downspouts w/ splashblocks
- Corner lots require facades of equal importance to each street

Site Plan

- House width to provide 55% minimum lot-width coverage (not including attached garage)
- Two off-street parking spaces
- Single-apron driveway curb cut (17' maximum length @ point of apron flair)
- Set backs per city zoning ordinance or NRHA special district permission



Design Services Program

OCEAN VIEW SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS CONT.

Proportion & Detailing

- Massing to be architecturally correct as appropriate-to-style
- Dormers to be proportioned and detailed consistent with style period of house
- Window and door trim, corner boards, frieze and fascia, cornice, column capital & base, etc. to be complete, consistent, and full scale

Detailing For General Traditional Styles:

- 4" Min. Width corner boards & window trim
- 6" Min. Width door trim
- 6" Wide solid trim between paired windows ("twins" not acceptable)
- 10"-14" High beam element @ porch
- Windows @ 1st floor to be 6" min. Taller than upper floor(s) windows
- Frieze & raking frieze boards 2" wider than fascia board
- 9/12 Min. Roof pitch @ main house mass
- Cornice flashing to be pre-finished metal @ 2/12 max. pitch, colored as fascia board. (Roofing shingles not acceptable)
- Stacked windows alignment
- Chimney element to be from grade w/ 2' skirt as house and up to roof ridge

Porches

One or more usable, covered porches visible from public right-of-way required

- Minimum 8' deep front-to-back & 8' wide
- May be screened or partially screened
- Porch flooring to have appearance of traditional T&G floor (Deck appearance not acceptable)
- If brick or cement floor surface, then brick rowlock @ perimeter
- Brick entry steps
- Railing system to have milled top and bottom rails; newel posts @ entry step
- 8" minimum column width w/ appropriate base and capital detailing
- Porch ceilings to be bead board (painted or vinyl) or other appropriate-to-style surface material.
- Exposed joists or rafters to be painted or stained white.
- All porch and deck elements visible from public R.O.W. to be painted or stained white (Except for treads & floor decking)
- Ground floor porch and deck to be under-penned (Lattice-in-frame or other material as appropriate)
- Brick paver or concrete walkway from steps to public right of way (4' width)
- Entry/porch light fixture(s)
- Rear stoops/porches to have walkway or stepping stones to drive

Garages

A garage is required.

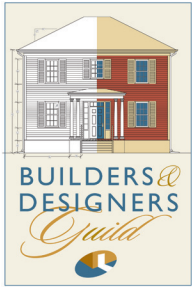
- May be attached, detached, or integral
- Front-loaded attached garages to be minimum 20' behind front facade

or

Entry significantly subordinated by recessing behind architectural

Element such as a pergola, balcony, upper floor porch, colonnade, etc. (Reference example illustrations in *Ocean View Standards & Patterns*)

- Separate entry door for each bay, 2-bay maximum if front-loaded
- Attached garages to have 2'-high skirt continuous with house
- Detached garage design to coordinate with house in style, detailing, & materials
- Interior & exterior light fixtures
- Interior walls and ceiling to be closed with appropriate finish material (Gypsum board, peg board, etc.)



Design Services Program

OCEAN VIEW SINGLE-FAMILY NEW CONSTRUCTION DESIGN STANDARDS CONT.

Discouraged Styles, Elements, Details, Materials:

- High victorian; victorian bay window facades
- Suburban tract styles (lack of definitive architectural period or character).
- 2-story entry facades
- Motor court drive/garage arrangement
- Jalousy windows; sliding windows; glass block on street elevations
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- Soffit material @ underside of porch beam element
- Inappropriate shutter sizes & applications
- Open risers @ wood porch steps
- Generic, minimal porch railing systems; exposed attachments
- False chimneys; chimneys clad in siding; cantilevered chimneys; chimneys lower than the roof ridge line
- Stone; faux stone
- Commercial or oversize exterior materials
- Exposed concrete block
- Attic, plumbing, heating, fireplace, appliance vents visible from the public right-of-way
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Design Note

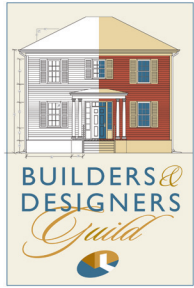
Copies of these design standards should be furnished to home designers, surveyors, landscape designers, and others involved in the design and construction of the house.

These design standards are complementary to the seven preferred Architectural Patterns for Ocean View. Reference to the *Ocean View Standards and Patterns* publication for those preferred styles is encouraged prior to selecting a house design.

Traditional architectural patterns fit easily into Norfolk's established streetscapes, and make for attractive, inviting new urban housing developments as well. Developers and builders are encouraged to resource house plans from catalogs such as the TND Series, available from www.newurbanist.com, or the NRHA House Plans Library (www.nrha.us).

Designers developing house plans for NRHA neighborhoods are encouraged to reference architectural patterns resources and to select a specific traditional style for design development. Then, reference to these resources will assure massing, fenestration, detailing, and materials that are consistent with the architectural language of the style selected. One such resource is *A Field Guide to American Houses*, by McAlester, available at local bookstores. Also, *Traditional Construction Patterns* by Mouson and *Get Your House Right* by Cusato & Penreath are excellent resources for appropriate traditional detailing.

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Design Services Program

RESIDENTIAL SUBMITTALS REQUIREMENTS JUNE 1, 2008

- Performance of Required Inspection 1 (RI-1) is required prior to the development of the Preliminary Design Submittal.
- These Submittals packages are to be submitted to the NRHA Real Estate Specialist for the applicable neighborhood.
- Construction Documents are to be in conformity with the City of Norfolk Residential Plan Review Checklist.

Preliminary Design Submittal

(Upon approval, Land Disposition Contract will be ordered)

- ☐ Copy of RI-1 Pre-design Site Review Report
- ☐ Preliminary site plan to scale (1"=20' suggested) which shows:
 - House and garage/storage shed with setbacks labeled
 - Adjacent house(s) setback(s) and cornice height(s) noted
 - Significant trees, utility poles, and other features to be addressed dimensioned and located.
- ☐ All house plan elevations drawn and submitted @ 1/4"=1'-0"
- ☐ Floor plan (all floors) 1/4"=1'-0" scale

Final Submittal Package

(Due not later than 30 days prior to construction commencement. Upon approval, Land Disposition Contract will be executed.)

- ☐ **Site Maintenance Regimen** form signed and dated

Construction Documents

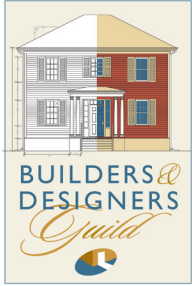
- ☐ Engineered site plan with setbacks, all easements, and all exterior mounted mechanical equipment shown and labeled; trees and other features located and labeled.
- ☐ Elevations - all facades (1/4"=1'-0")
- ☐ Floor plans - all floors (1/4"=1'-0")
- ☐ Interior elevations @ kitchen and bathrooms and built-in cabinetry
- ☐ Foundation plan and section at skirt/crawlspace
- ☐ Electrical switching plan showing all manually switched fixtures; show telephone and CATV outlets locations; show Circuit Breaker Panel location on floor plan
- ☐ Typical wall section w/ window penetrations (and dormer section, if applicable)
- ☐ Cornice detail
- ☐ Exterior entrance steps - section & details
- ☐ Typical porch section from roof to foundation
- ☐ Typical balustrade & railing sections at Porch (and Deck if applicable)
- ☐ Deck footing and framing details
- ☐ Deck steps section detail to grade
- ☐ **Description of Material Form** (FHA) completed
- ☐ If a storage shed or detached garage is being proposed, the following is needed:
 - All elevations
 - Typical wall section
 - Location on site plan
 - Exterior materials identified and samples submitted

- ☐ **Landscaping Plan** - 1"=20'-0" min. scale, including:
 - Specific name of materials (Botanical name is optional)
 - Size of plant (spread, height, cal., container size, etc.)
 - Number of plants
 - Sod specifications or **Seasonal Seeding Form** submittal
 - All plants shall be within mulched bed
 - Planting details
- If used - fence plan and typical section image

Samples

- ☐ If Builder's resources catalogues/samples on file, **Exterior Materials Form** completed
- or
- ☐ All exterior materials/colors
- ☐ Brick and mortar (one brickface sample board and mortar tray sample)
- ☐ Siding - 6 inch minimum; decorative shingles; other elements samples
- ☐ Roof shingle - 6 inch maximum (do not provide an entire shingle)
- ☐ Cut (information) sheet for all exterior lighting

Post-Approval: NRHA-approved house plans and engineered site plan are to be submitted to the City for Building Permits. One copy of the house and site plans showing both the NRHA and City stamps are to be submitted to NRHA prior to construction commencement.



Design Services Program

DESIGN SERVICES PROGRAM APPEALS PROCESS

In the event the Architectural Design Review Specialist (DRS) finally rejects elements of, or an entire, submittal, the homeowner or builder/developer may request in writing to the DRS within 30 calendar days an appeal of the decision.

Appeals Board

An appeals panel consisting of the following will serve on the Appeals Board.

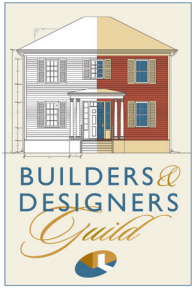
- Director of Real Estate Development Services
- Director of Design and Construction
- Assistant Executive Director of Development Operations

The DRS will submit a written critique of the proposed submission as well as an oral presentation describing the criteria used for rejection. The homeowner/builder will present their opinions and facts to the Appeals Board. A majority vote of the Appeals Board would rule. In the case of an appeal regarding elements of a submittal, the Appeal Board's decision would be final.

In the event of an **entire** submittal being finally rejected, an applicant not satisfied with the Appeal Board's decision may make further appeal as follows:

1. The applicant notifies DRS of their intention to further appeal in writing within 30 days of the Appeal Board's ruling.
2. The DRS will submit the documentation used in the appeals process above to the City's Design Review Committee. The Design Review Committee would be briefed regarding the applicable Design Guidelines by the DRS. The applicant would present their opinions and facts to the Design Review Committee.
3. The Committee would use only the Design Guidelines information and intent as its criteria as to whether a waiver is justified.

The decision of the Design Review Committee would be a recommendation to the NRHA Board of Commissioners whose decision would be final.



Design Services Program

LANDSCAPE GUIDELINES

Is it a house or a home?

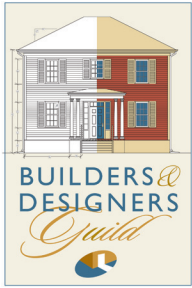
We like to think of it as a home and the landscaping is the first thing you will see. If the landscaping and yard looks good then your home will be inviting - it will have a sense of completion. An asset to the community.

A thriving and healthy landscaped yard will actually increase the value of a home. Whether you are building a custom home for a client or building a house on spec, landscaping is one of the most intrinsic items makes a house a home.

Landscaping Requirements

1. A landscaping package shall be part of the construction documents for each house and shall consist of a scaled plan, which clearly illustrates the landscape designer's intent. It is highly recommended that the landscape plan be prepared by either a Landscape Architect, a Virginia Certified Nurseryman, or a garden center / nursery which offers in-house design services.
2. A landscape plan shall be done to scale and show all proposed landscaping and all existing trees whether to be removed or retained. Existing trees shall have their drip accurately illustrated to scale.
3. Plant List. Each landscape plan shall have a Plant List where the name of each plant (trees, shrubs, ground covers, & annual / perennials), size (spread, height, or caliper), quantity, and any special notes listed.
4. Planting details, spacing, etc. The landscape plan shall include typical planting details for trees, shrubs, and groundcovers and a spacing plan for all plants.
5. Landscaping that is to be retained shall be protected. At a minimum, 3-ft. tall high visibility fencing shall be installed around the drip line of all trees where no construction activity would be permitted.
6. All planting beds shall have a minimum 3 inches of an organic mulch applied immediately after all plants have been installed. Organic mulch can be shredded hardwood or pine needles. Do not use shredded pine. Pinebark "nuggets" should be avoided.
7. All newly planted trees shall be installed with a mulched saucer used to help maintain moisture during its initial "establishment" period.
8. All exterior mechanical units shall be located on the site plan and visually screened with fencing, landscaping, or a combination of both.
9. Gutters and downspouts. Many house designs do not include gutters and downspouts. If they are not provided, then placement of foundation plantings may need to be adjusted. This also means that foundation plantings may drown if landscape beds are not properly graded. It is also important to establish foundation landscape beds or lawn area as quickly as possible to avoid the unsightly splashing of mud / dirt onto the house's siding

Cont.



Design Services Program

LANDSCAPE GUIDELINES *CONT.*

Basic Design

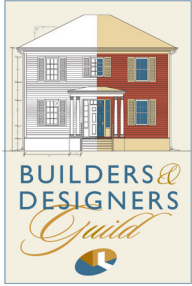
1. A landscape plan should be designed with seasonal color and a complimentary palette of plants. An all evergreen plan with no color or a plan which uses only one plant type is not acceptable. Corners of porches, houses, and garages shall include an upright accent plant that is at least 36 inches tall when initially planted. Foundation plantings shall have a minimum of two layers – hedge materials that are at least 24 inches tall when planted as a background, and lower ground cover in the front. Accent colors provided by clustering flowering or color plants at the front entrance are encouraged.

Corners house lots have two front facades and should therefore be designed as such. The amount and care of the design along with the landscape installation for both facades are of equal importance.

2. Landscape beds should be curvilinear with rounded corners and “v” shaped edges. Foundation landscape beds shall be at least 3 ft wide.
3. When using small accent materials for colors, i.e. day lilies, liriope, irises, etc. it is better to put them in-mass and not as individual plants. A grouping or cluster of color will create more of a visual impact than a widely spaced plan.
4. Plant stock should also be selected for mature height and spread. The same rule for planting a tree too close to a house applies to foundation plantings. Do not use plants which when mature will overwhelm the house. For example, a Skyrocket juniper which can be over 8 ft tall when mature, is not a good foundation planting; it can, however, be used as a corner accent plant.
5. Foundation vents, mechanical equipment, crawl space access doors, etc. All of these items are potential “conflict” zones for foundation planting. Spacing, species, and size of materials used in these areas are critical and need to be carefully thought out.
6. Sun orientation and shade. Plants either thrive in full sun, partial shade or full shade. Locate plants by their needs. For example, many flowering plants will not bloom / thrive if planted in a partially shaded area.
7. Planting season. Although it is technically possible to install plants any time throughout the year, there are specific times which are better than others. Shrubs and trees are best installed in the fall and winter months – from September through May. As with any landscape installation, watering is essential. Plants must be thoroughly watered when initially planted and kept moist until established.

Minimum Sizes

1. Trees shall be a minimum 2 ½” cal. when planted and can be either B&B stock or container grown.
2. Corner or accent materials shall be a minimum of 3 ft tall when planted - minimum 5 gal. container size.
3. Perennials such as day lilies, liriope, irises, etc. and shall be in a min. 1 gal. container.
4. Shrubbery / hedge material shall have a min. 18 inch spread (junipers) or a minimum 24 inches tall when planted; min. 3 gal. container size.



Design Services Program

LANDSCAPE GUIDELINES *CONT.*

General Guarantee - Plants

1. All plantings, excluding the lawn, shall have a minimum one-year guarantee. If after one year the plant is dead, diseased, or partially dead (more than 30% of the plant has died) the contractor is expected to replace all plant materials at no cost to the homeowner.

Lawn Areas

Prep Work and Protection

1. All areas not within a planting bed shall be seeded or sodded. Prior to seeding or sodding the yard area must be properly prepared. The entire lawn area shall be tilled a minimum of 3 inches and all debris, rocks, etc., larger than two inches shall be raked and removed from the site. It is important that once the site has been tilled it should be secured from any construction traffic – do not drive trucks, cars, or construction equipment on the lawn area once it has been tilled. Compacted soil will not grow seed or sustain sod.

Seeding and Fertilizer

1. The type of seed being proposed shall be noted. The rate of seed application (the amount of seed being spread per square foot of lawn area) shall also be noted along with the amount and type of fertilizer being applied. Grass seed shall never be applied without proper fertilizer or proper soil prep. Depending on the time of year when planted; a light application of straw may be required. It is important that during the grass germination period the lawn area must be kept moist.
2. The type of grass seed to be planted depends on the time of year it will be sown. The following is a general guide for planting time and seed rate.

Time of Seeding	Type of Seed	Seed Rate
September 15 to November 15	100% Tall Fescue	7 - 8 lbs per 1,000 SF
November 15 to March 15	100% Annual Rye	10 – 12 lbs per 1,000 SF
March 15 to May 15	100% Tall Fescue	8 lbs. per 1,000 SF
May 15 to September 15	100% Hulled Bermuda	2 lbs. per 1,000 SF

Special Note: Projects that are seeded during the winter months with annual rye will need to be reseeded in the spring with fescue. Rye grass does not survive in the heat and must be over seeded with fescue. Over seeding in the fall / winter with a blend of rye and fescue is generally not very successful – the fescue seed has a tendency to rot before it germinates in the spring.

Grass seed has a “shelf” life. Only grass seed grown for use that calendar year should be used.

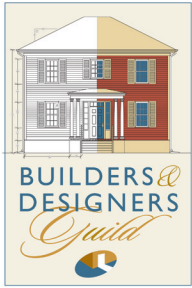
Regular KY 31 grass seed does not do as well in the Tidewater area because of the excessive summer heat and humidity. It is strongly recommended that a hybrid fescue seed be used, i.e. Jaguar, Tidewater Blend, Shenandoah, Rebel, Rebel Jr., Rebel Elite, Rebel Blend, Titan, Southern Belle, etc.

3. In conjunction with grass seed, starter fertilizer must be used. The application rate of fertilizer to yard area is listed on the bag and should be followed.

Lawn Guarantee

1. It will be the contractor’s responsibility to establish a lawn. Anything less than an 80% coverage is not acceptable and will be the contractors responsibility to prep and re-seed or sod as needed until an 80% coverage is attained without any additional cost to the owner.

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Design Services Program

LANDSCAPE GUIDELINES *CONT.*

Recommended Foundation Plantings / Shrubs

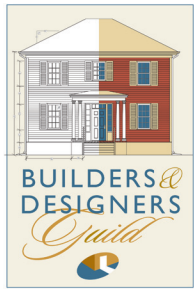
(This is not an exhaustive list, but is representative.)

1. Viburnum Tinus	16. Nellie R. Stevens – Corner Accent
2. Cleyra Japonicum	17. Yaupon Holly – Corner Accent
3. Loropetulum Chinensis ‘Ruby’	18. Hollywood Juniper – Corner Accent
4. Nandinia Domestica And ‘Nana’	19. Camella – Corner Accent
5. Gardenia Jasminoides - Needs Frost Protection	20. Edward Goucher Abelia – Corner Accent
6. Forsythia X Intermedia - Good Spring Flower	21. Dwarf Crimson Barberry
7. Abelia	22. Japanese Barberry
8. Southern Wax Myrtle	23. Hybrid Boxwoods
9. Indian Hawthorn	24. St. John’s Wort
10. Pieris Japonicum Compacta (Japanese Andromeda)	25. Nigra Inkberry
11. Spiraea	26. Hoogendorn Holly
12. Oakleaf Hydrangea	27. Dwarf Burford Holly
13. Weigela	28. Hetzi Holly
14. Rosa Rugosa	29. Helleri Holly
15. Foster Holly – Corner Accent	

Recommended Plants / Flowers – For Massing and/or Color

(This is not an exhaustive list but is representative.)

1. Black-eyed Susan	16. Liriope – Variegated and Green (Muscari is a Mounding Variety and Spicata is the Spreading Variety)
2. Daffodils	17. Ice Plant
3. Tulips	18. Rose Of Sharon
4. Daylily	19. Butterfly Bush
5. Iris	20. Hibiscus
6. Hyacinths	21. Hydrangea
7. Canna	22. Cleyera
8. Gladiolus	23. Daphne
9. Hosta	24. Lantana
10. Lantana	25. Nandina
11. Shasta Daisy	26. Pyracantha
12. Coreopsis	27. Viburnum
13. Hostas	28. Azalea
14. Ajuga	29. Gardenia
15. Ivy	



Design Services Program

LANDSCAPE GUIDELINES *CONT.*

Plants To Avoid

1. Bradford Pears – Wind Damage	10. Kudzu – Extremely Invasive
2. Photina “Red Tips” - Disease	11. Chinese Wisteria - Invasive
3. Silver Maples – Wind Damage, Limbs Break Easy	12. Oleander - Winter Injury, Poisonous
4. Mimosa Tree - Invasive	13. Pittosporum - Winter Hardy
5. Weeping Willow – Soft Wood, Limbs Break Easy	14. Mulberry – Messy Fruit
6. Cotoneaster - Disease	15. Female Gingkos – Foul Smelling Fruit
7. Junipers - Phomopsis (Disease, Spider Mites)	16. Sweet Gums - Fruit Litter
8. Dwarf Alberta Spruce – Spider Mites	17. Honeylocust – Thorns (Thornless Is Fine)
9. Helleri Holly - Heat Die Back (Other Hollies are Okay)	

Recommended Large Shade Trees

(This is not an exhaustive list but is representative.)

1. Red Maple	6. Golden-Raintree
2. Marshall’s Seedless Green Ash	7. Sawtooth Oak
3. Willow Oak	8. Japanese Zelkova
4. Thornless Honeylocust	9. European Hornbeam
5. London Plane tree	10. American Linden

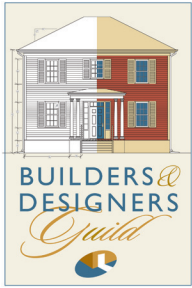
Recommended Color or Accent Trees

(This is not an exhaustive list but is representative.)

1. Lace Bark Elm	8. Eastern Redbud
2. Crape Myrtles (Single-Stem and Multi-Stem)	9. Washington Hawthorne (It Does Have Thorns)
3. Yoshino or Kwanzon Cherry	10. Trident Maple
4. Kousa Dogwood	11. Crabapple
5. Sweet Bay Magnolia	12. Saucer Magnolia
6. Japanese Maple – Need Not Be “Cut Leaf” Variety	13. Thundercloud Cherry Plum
7. Ornamental Pear (Aristocrat, Redspire, Cleveland Select, Capital)	

For Further Information

Norfolk Redevelopment & Housing Authority
Department of Design & Construction
201 Granby Street, Norfolk, Virginia 23510



FENCING GUIDELINES

It has been said that, "Good fences make good neighbors." It might be added that good-looking fences make good-looking neighborhoods!

Toward that goal, homeowners who wish to install decorative or privacy fencing on their property need to submit to NRHA for review-for-approval the following information before finalizing plans or ordering fencing:

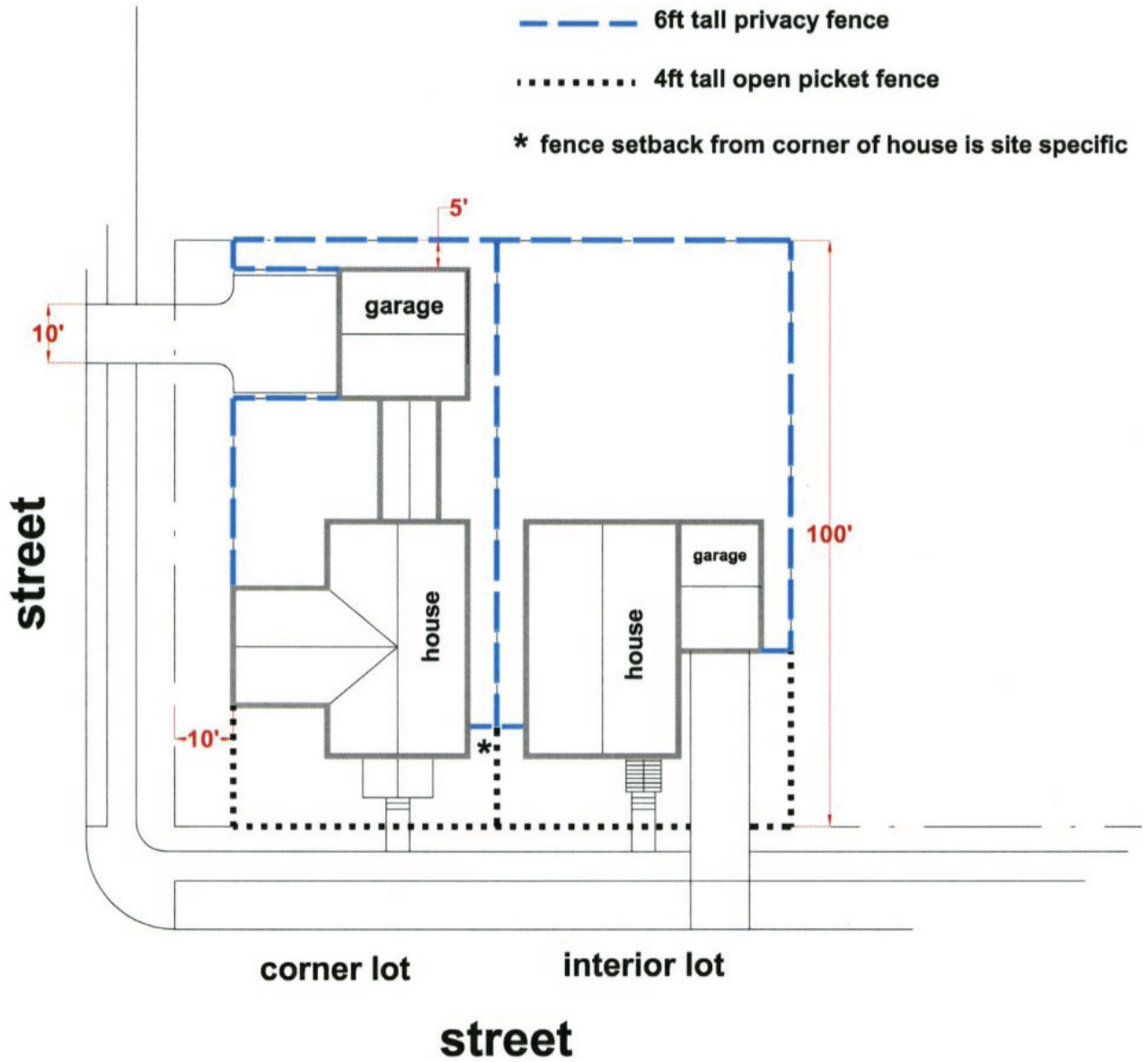
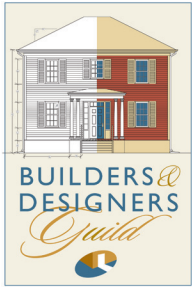
- A site plan, drawn to scale (1"=20' preferred), which shows the property bounds, all structures on the property, and where the fence is to be erected. This drawing should indicate the fence segments lengths, height(s), gate and post locations.
- A catalog or brochure photograph/graphic of the fence style, including any special decorative elements such as post caps or gate designs.
 - Fencing styles which coordinate with the architectural style/period of the house are encouraged.
 - Fences which terminate against the house should be aligned to relate with an appropriate architectural element of the house, such as the corner board or the corner of an offset on the house elevation.
 - Raw, unfinished wood fencing which is visible from the public right-of-way is not compatible with Norfolk's urban context; fencing is to be stained an opaque color (solid stain) coordinated with the house exterior. Traditional white fencing is preferred
- Manufacturer's specifications of the fence materials and recommended installation methods.
- Any additional information which would need to be taken into consideration in making a full and accurate review of the proposal.

The following pages show the acceptable decorative and privacy fencing locations and heights, along with three basic fence styles which are preferred for privacy fencing for your consideration and choice.

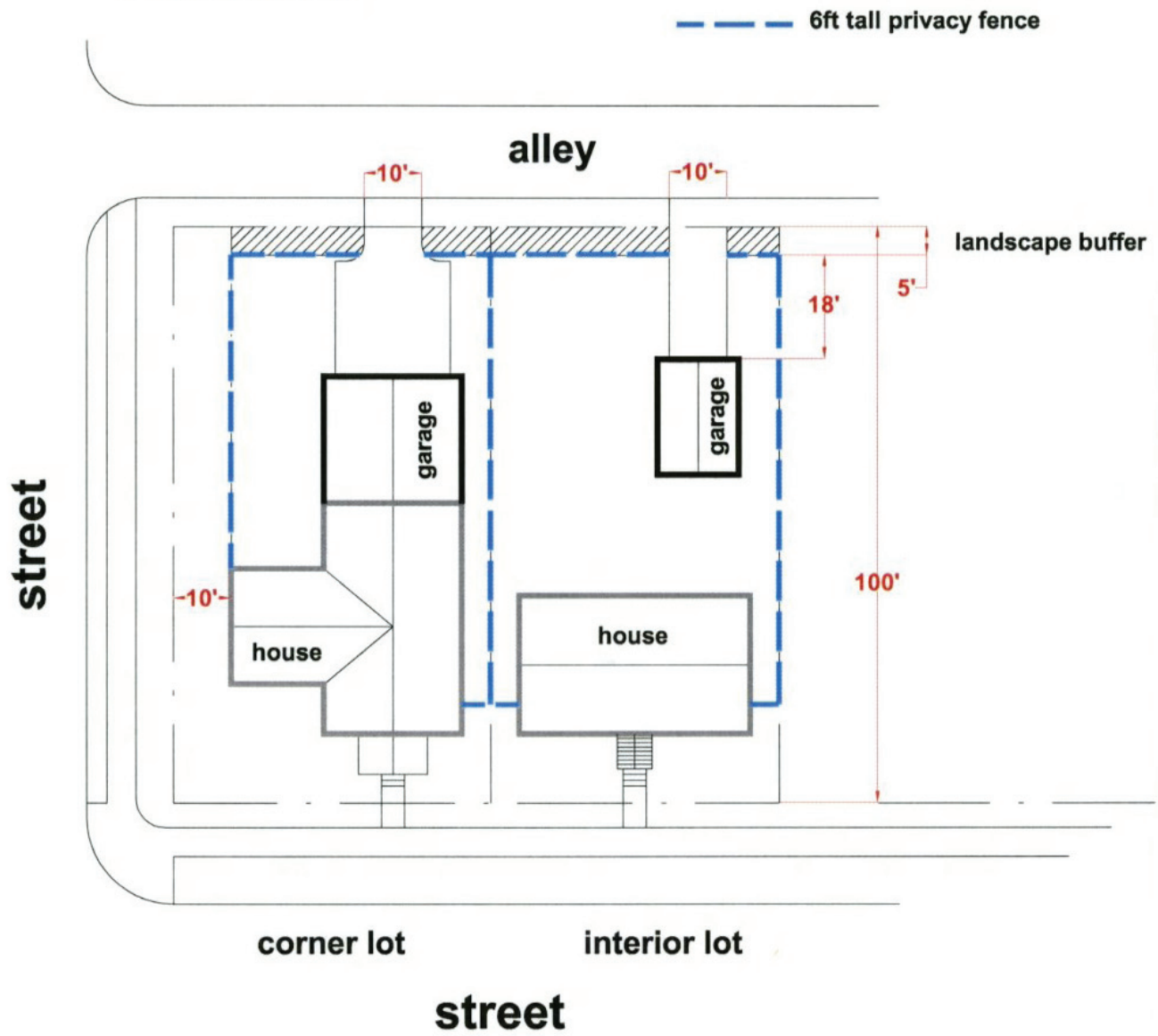
Your complete submittal package should be sent to:

Russell Ward
NRHA
9th Floor
201 Granby Street
Norfolk, VA 23510.

Please do not hesitate to call should you have any questions or need clarification. 757-314-2079.

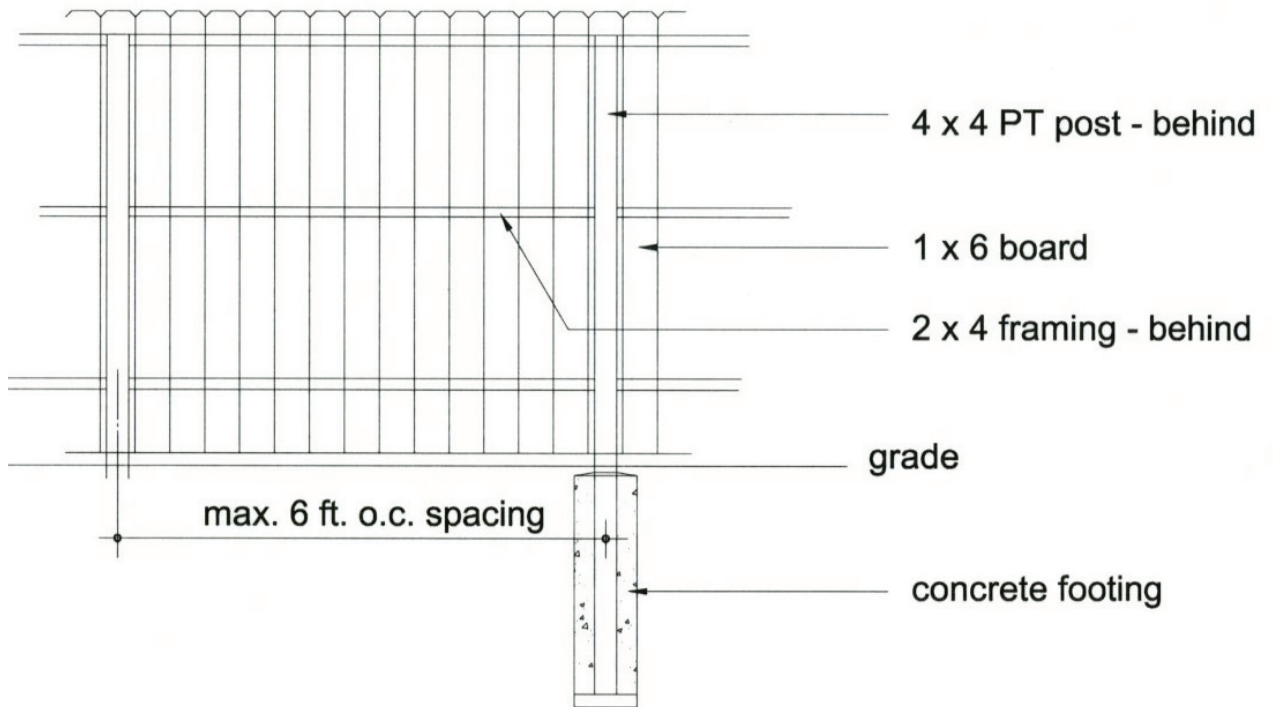
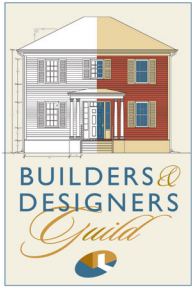


Fencing Guidelines

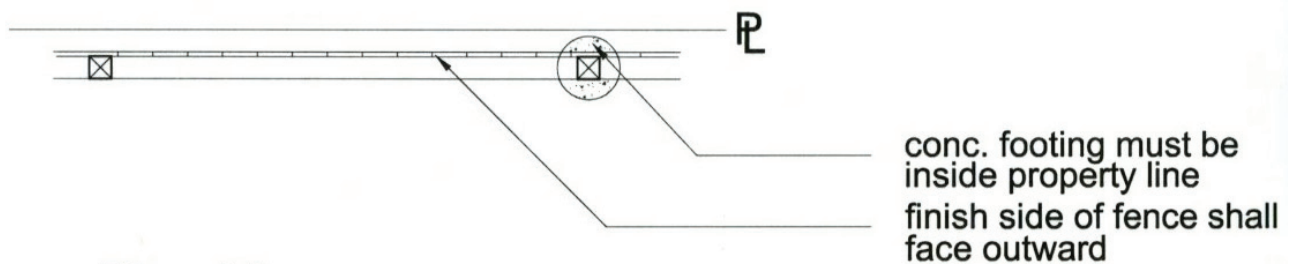


Fencing Guidelines

with rear alley



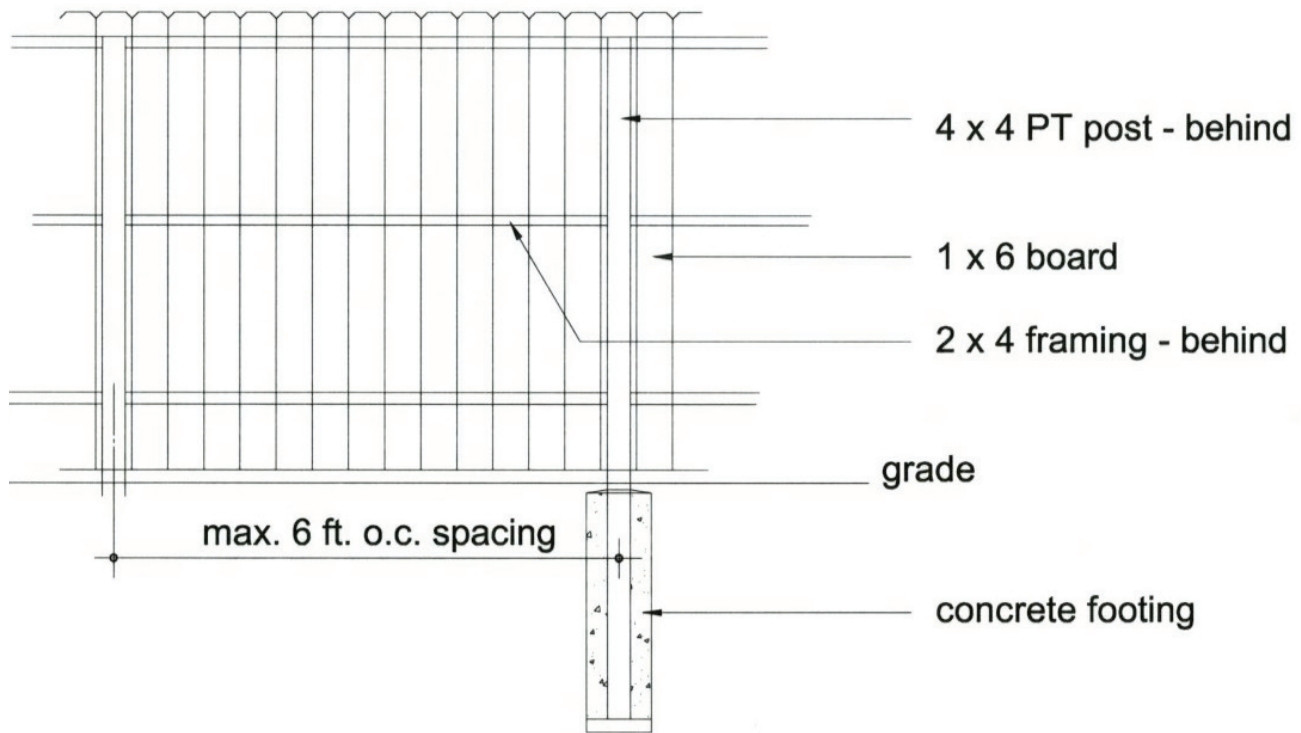
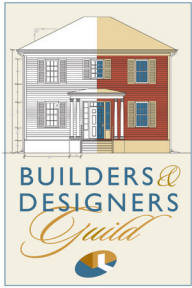
Front Elevation



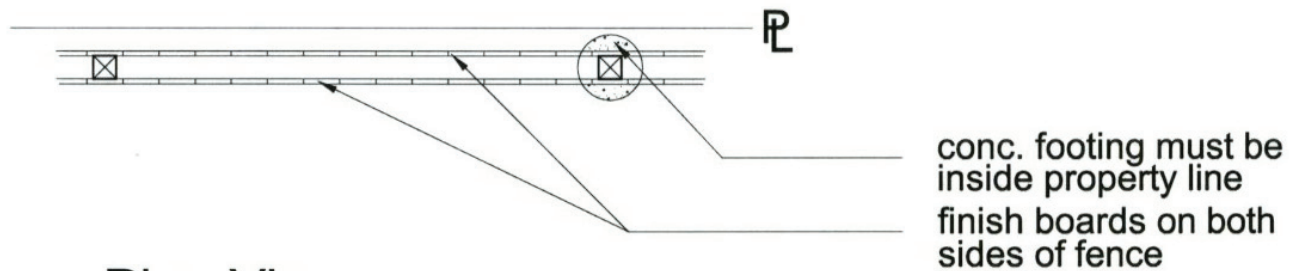
Plan View

Rear Yard Privacy Fencing

Fence type one - Single sided board fencing



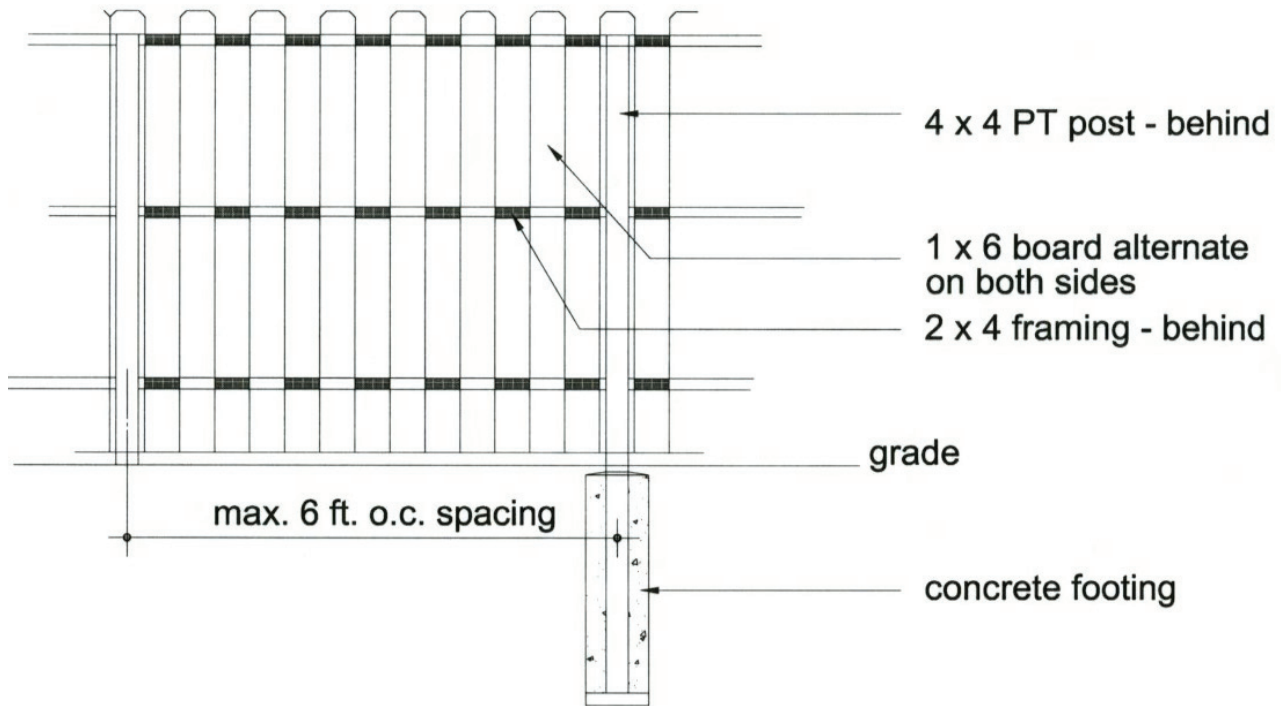
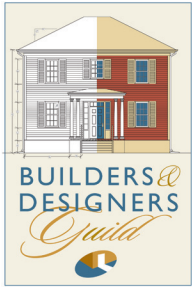
Front Elevation



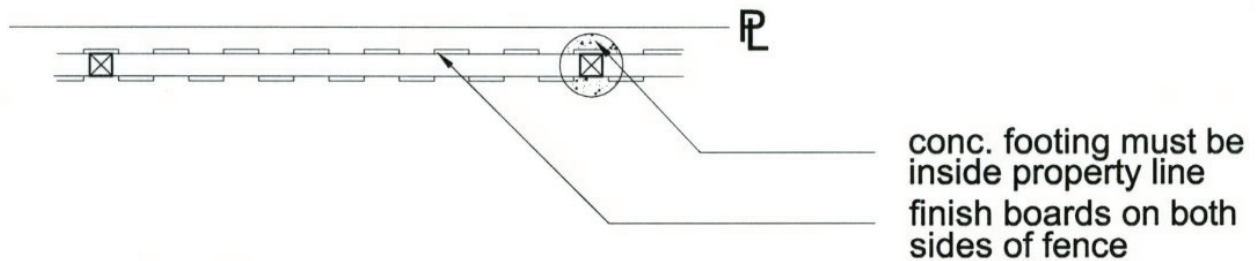
Plan View

Rear Yard Privacy Fencing

Fence type two - solid board on board



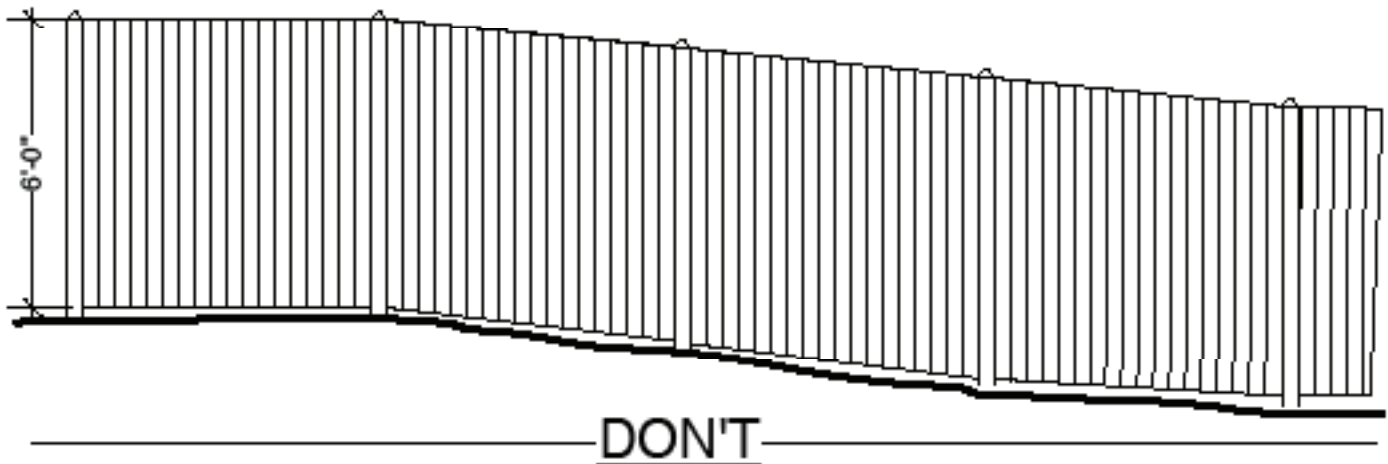
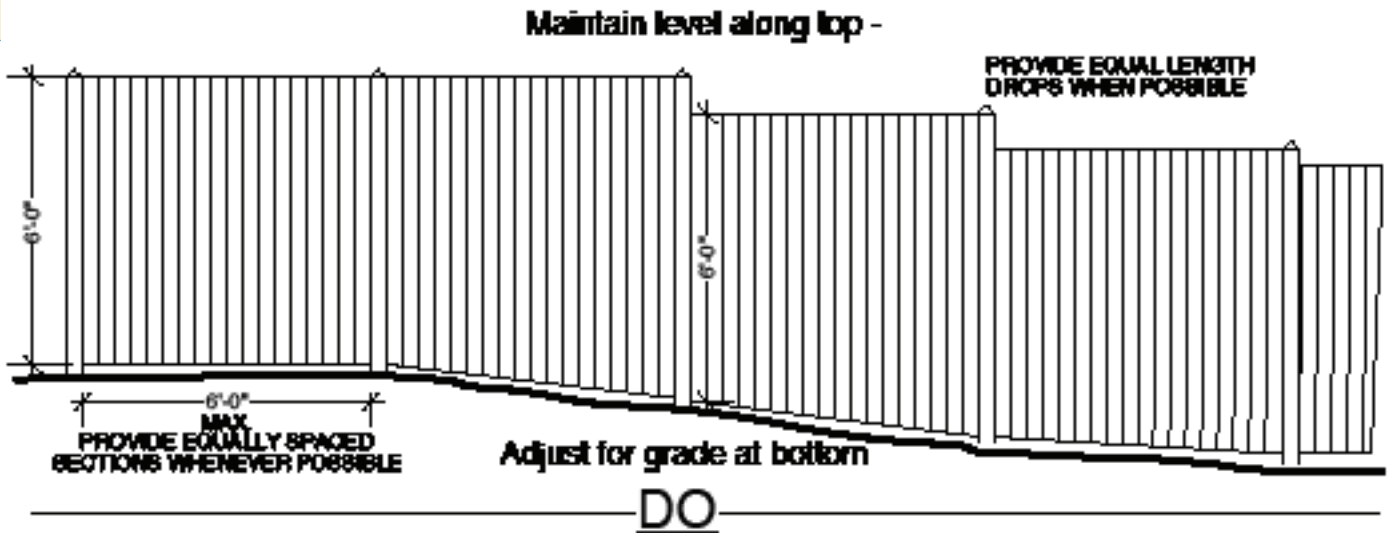
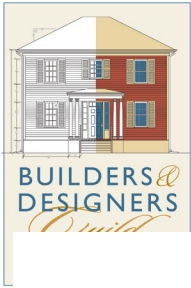
Front Elevation



Plan View

Rear Yard Privacy Fencing

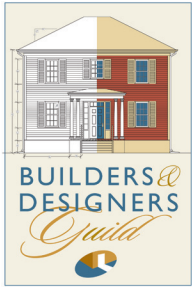
Fence type three - alternating board on board



VINYL FENCING

IF THE FENCING SUPPLIER CANNOT PROVIDE POST SLOTS FOR FENCE RAILS WHICH PERMIT CONFORMITY WITH GRADE OR SLOTS CANNOT BE CUT OUT IN THE FIELD, DOUBLE POSTING WILL BE NECESSARY.

Correct Fence Installation



FENCING GUIDELINES *CONT.*

NRHA Front Yard Fence Requirements

Fencing is permitted in the front yard with the following conditions:

- Maximum height of fence shall be 4 feet.
- Fencing shall be vertical wood, vinyl, or steel picket.
- Wood / vinyl picket design shall have a 50% minimum open area – a solid fence is acceptable only in rare and specific instances and then limited to 2.5' in height.
- The complete fence installation (pickets and all framing) shall be opaque stained (solid stain), traditional white preferred for urban settings. Of other, submit finish sample for approval.
- Decorative end and or corner posts are encouraged.
- Entrance gates are not required but encouraged. Creative designs are encouraged.
- There must be a logical start and stopping of the fence. Front yard fencing needs to physically tie into the house or to the rear yard privacy fencing.
- Fencing should be located at the property line. Do not set back front yard fencing. Fencing running along a side yard adjacent a street may be set back up to 4 ft and must be landscaped in front of it.

City of Norfolk Zoning Regulation

General Fencing Zoning Code as published 17 Nov 09:

13-6.3 Fences and walls

(a) Located in front yard.

(1) Height limited to 4 feet if constructed of lattice, wire, or any other material which leaves open 50 percent or more of the surface area.

(2) Height limited to 2.5 feet if solid.

(b) Located in side or rear yard.

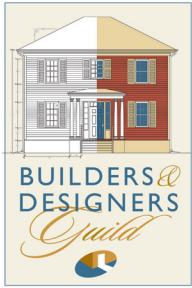
(1) Height limited to 6 feet in all HC districts and residential districts R-1 through R-10, but where the fence or wall runs along a property line which abuts a nonresidential district, height limited to 8 feet.

(2) Height limited to 8 feet in all other districts.

(c) Located in corner side yard.

(1) Height limited to 6 feet if constructed of lattice, wire, or any other material which leaves open 50 percent or more of the surface area.

(2) Height limited to 2.5 feet if solid.



Design Services Program

CITY OF NORFOLK RESIDENTIAL PLAN REVIEW CHECKLIST

The following is a checklist of items that must be indicated on residential building plans. The references noted are taken from the USBC and IRC 2006. This is not a complete list. It is designed as a guideline, indicating information typically absent from plans submitted for plan review. It is not a substitute for, nor does it include, everything required for a complete set of building plans. Checking your set of plans against this list of commonly omitted items should help expedite the plan review process.

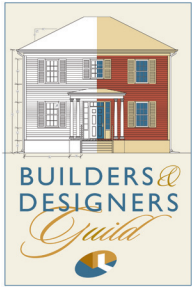
General & Site Plan

If Corrections to Plans are Necessary, 2 Sets of Plans Reflecting Those Corrections are Required.

- Check zoning for setbacks and other compliances before plan review.
- For additions and some alterations, submit two copies of the site plan that show the addition and setbacks.
- A finished floor elevation is required for new construction or substantial improvements.
- If the property is in the Chesapeake Bay Preservation Area, a review by the Division of Environmental Services within our Department is required.
- Plans shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of the code as specified in section 112 USBC.
- Plans must be signed by the individual responsible for the design, including his/her occupation, address and phone number per Title 54 of the code of Virginia.
- Ensure that the proposed site plan and building footprint plan are consistent.

Architectural

- Identify each room or space for its intended use or occupancy.
 - Exterior wall fire separation requirements as per R302.1 & R302.2 of the USBC
 - Glazing in hazardous locations as specified in section R308.4 shall be safety-typed according to the requirements of CPSC 16-CFR, Part 1201.
 - Openings between a garage and residence shall be equipped with either solid wood doors not less than 1- $\frac{1}{2}$ " in thickness, or 20-minute fire-rated doors.
 - Show a minimum of $\frac{1}{2}$ " gypsum board applied to the garage side to separate the garage from the residence and its attic. This is required for separation, per section 309.
 - Where a floor-ceiling assembly is separating a habitable space from the garage, a minimum of $\frac{1}{2}$ " type-X gypsum is required, as per USBC.
 - Show that each sleeping area has:
 - One window that can be opened or an exterior door approved for emergency egress or rescue (Section R310).
 - Egress windows must have:
 - 20" width minimum net clear opening
 - 24" height minimum net clear opening
 - net clear opening of 5.7 square feet
 - 5.0 at grade level
 - 44" max sill height
- Note: Meeting the minimum width or height will require the other dimension to be larger to meet the required 5.7 square feet (Section R310).*
- Show bathroom exhaust fans are vented to the outside, or provide the minimum required operable windows (Section 303.3).
 - Show the minimum clear width of hallways and stairs to be not less than 36" (Section R311.3 & 311.5.).
 - Provide a stair section showing a maximum riser height of 8-1/4" and a minimum tread length of 9". Show minimum headroom in all parts of the stairway of not less than 6'-8" measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform (Section 311.5) USBC.
 - Indicate handrails within the minimum and maximum heights of 34" and 38" measured vertically from the nosing of the treads on at least one side of stairways of three or more risers. (section



- R311.5) USBC.
- Indicate guardrails on porches, balconies or raised floor surfaces located more than 30" above the floor or grade below. Show guardrails not less than 36" in height, and a spacing between the pickets or balusters less than 4". Section R312
- Show location of Smoke Detectors (Section R313):
 - One in each sleeping area
 - Immediately outside of sleeping area
 - On each story of dwelling
 - Indicate all detectors are interconnected
 - Specify that alarms will receive primary power from the building wiring and have a battery backup
- Indicate minimum insulation values as follows: R-19 in crawl space floor, R-13 in exterior walls and R-38 in attic (N 1102.1).
- Show location and size of attic access. Minimum required is 22"x30" (Section R807.).
- Indicate pitch of roof.
- Indicate required attic ventilation – 1/150 of roof area. See exceptions. (Section R806).

Footing and Foundations

- Show that shear wall panels are at every corner and at 25' intervals (Section R602.10).
- Indicate the depth to the bottom of the footing below grade (12" min. req.) Section R403.1.4
- Indicate size of footing (width and thickness) in accordance with Table R403.1.
- Specify assumed soil bearing value (R401.2).
- Indicate the compressive strength of all concrete in accordance with Table 402.2 for a moderate area.
- If in flood zone, indicate flood vents as required by R324.2.2.
- Brick skirt and 4" CMU must be tied together with ladder type reinforcing ties and then grouted together (per Section R606.2.1).
- Indicate the footing size of pier footings (width, length, depth, thickness).
- Show the unsupported height of masonry piers. Note: The unsupported shall not exceed 10 times their least dimension..., except that unfilled hollow piers may be used if their unsupported height is not more than four times their least dimension. Hollow piers shall be capped with 4 inches of solid masonry or concrete (Section R606.6.1).

Slab Construction

- Show perimeter insulation 1" thick extending minimum 24" from foundation block and under the slab (N 1102.1).
- Indicate type of vapor barrier under concrete (Section R506.2.3).
- Indicate thickened slab at load bearing walls - equivalent to that required for footings (Section R403.1.1).

Crawl Space Construction

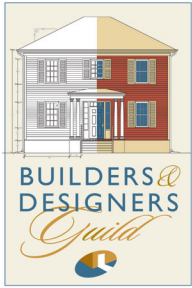
- Show the location, size and number of foundation vents. Section R408
- Show location and minimum 18"x24" access panel. Section R408.4
- Indicate the clearance from the crawl space grade to the underside of the girders and floor joists. Note: Indicate protection against decay when girders are located closer than 12" to exposed ground and wood joists or the bottom of wood structural floor when closer than 18" as indicated in Section R319.

Design Services Program Cont.

CITY OF NORFOLK RESIDENTIAL PLAN REVIEW CHECKLIST CONT.

Framing

- Indicate anchorage details for wood framing. If anchor bolts are used, specify minimum ½" diameter anchor bolts at 6' O.C. and embedded a minimum of 7" into grouted masonry or concrete. If foundation straps are used, specify manufacturer, type, size and maximum spacing of 6' O.C. (Section R403.1.6).
- Floor, roof and wall framing shall be capable of accommodating all loads imposed according



to the code, and transmitting the resulting loads to the supporting elements down to the foundation (Section R501.2, 601.2 & 802.11).

- Specify species and grade of lumber to be used (Section 602.1 & 802.1).
- Specify header size and span for all headers as per Sections 502.5(1) & 502.5(2).
- Provide specific manufacturer span/load data sheets for all engineered wood products such as roof trusses, open-web trusses or truss-joists, micro-lam beams, para-lams, glu-lams, etc...

Note: *Manufacturer design guideline "cut sheets" ARE NOT acceptable. These are design guidelines only, and are not certified by the manufacturer or designed by an engineer that they are designed for your specific application.*

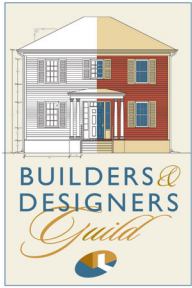
- Plans must indicate the size, spacing and direction of span of all structural elements: girders, floor joists, ceiling joists and rafters. Show and/or specify column anchorage details from beams down to the foundation.
- Indicate all lateral design details. If lapping structural sheathing across floor system, indicate the panel edge breaks. If using strapping, indicate the size, length, and spacing. Show hurricane clips on each end of all roof rafters to wall frame.
- Specify the type, grade and thickness of all structural woods panels used for wall and roof sheathing, and all sub-floor panels. These must comply with Table R503.2.1.1(1).
- Attic access must be 22" by 30" where roof is at least 30" above ceiling or where equipment is in attic (Section R807).

Decks & Porches

- Provide footing and framing details of all decks.
 - Deck plan view should show the location of all posts (dimension space between) the size of girder across the posts, the size, spacing and span of joists.
 - Section view should show:
 - Depth and size of footing
 - Post to footing anchorage
 - Beam to post anchorage
 - Deck joists
 - Decking
 - Height of deck above adjacent grade
 - Height of guardrail and spacing of pickets as defined above
 - Stair section from deck to grade

For Further Information

City of Norfolk - Division of Building Construction Services
 400 Granby Street
 Norfolk, Virginia 23510
 757-664-6565



Design Services Program

NRHA CONSTRUCTION INSPECTIONS (REV: DECEMBER, 2008)

To Be Performed by the Construction Compliance Specialist (CCS) For the Neighborhood Ed Ballance, Jr.: 757-651-6393 (Mobile) or Will Henderson: 757-567-9404 (Mobile)

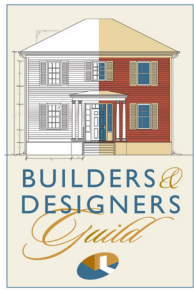
The CCS to perform seven Recorded Inspections (RI's) for compliance with NRHA-approved plans, specifications, and Design Standards.

- Builder (or authorized representative) participation required during 4 inspections (denoted below in *italics*)
 - Builder sign-off on written findings required during these 4 inspections
 - Builder sign-off on any corrective-work agreements required for any inspection
 - Neither the performance or non-performance of an inspection by NRHA relieves the Builder of his responsibility to fully comply with the approved plans, specifications, agreements, Design Standards, and Guidelines.
- ☐ **RI-1. *Pre-Design Site Review*** (Prior to development of proposed improvements)
 - Written and/or photographic record produced of existing site conditions
 - Public improvements, curbs, sidewalks, trees, utility poles, drainage, topographical conditions, etc.
 - Special existing conditions/circumstances found & to be addressed
 - Copy of the RI-1 report to be submitted with the Preliminary Design Submittal package
 - ☐ **RI-2. *General Siting Review*** (Builder notification to CCS required minimum 2 hours prior to completion of foundation layout)
 - Required prior to digging
 - Review house, garage, driveway general site layout
 - Review NRHA and city approved construction documents & plans with builder and major sub-contractors
 - If 2 or more units, Builder to meet with utilities representatives to coordinate their work.
 - ☐ **RI-3. *Framing (Post-Roof) Timeframe***
 - Prior to exterior sheathing completion & mechanicals rough-in
 - Windows & doors locations, sizes
 - General review of materials and workmanship
 - Cornice heights, ceiling heights, stair risers uniformity, floor plan, etc.
 - ☐ **RI-4. *Pre-Closure of Interior Walls*** (Builder to notify CCS when he notifies City for rough-in inspection*)
 - Devices & Equipment Locations, Provisions For
 - Insulation And Weather Proofing (General)
 - ☐ **RI-5. *Interior and Exterior Finishes***
 - Satisfactory with Description of Materials form
 - General workmanship
 - Doors, windows, flooring, trim work & cabinetry
 - Landscaping materials and preparation
 - Builder to call CCS for forms layout inspection prior to pouring concrete for driveways, walkways, etc.
 - ☐ **RI-6. *Pre-Final Walk-Through*** (min. 24 hrs. prior notice to CCS required, Unit clean, occupancy-ready w/o major work remaining or correction needed)
 - CCS will prepare Remedial Items List prior to or at time of this inspection for all single-family houses
 - Mechanical, electrical, plumbing equipment & devices required to be installed
 - Interior and exterior fit and finish; landscaping installed for inspection
 - Site conditions review (RI-1 satisfaction)
 - Submittal of itemized written Punch List & completion schedule by builder as developed & agreed w/ buyer**
 - or
 - If requested by Builder & Homebuyer, CCS serves as 3rd-party witness to development of Punch List and completion schedule**
 - Remedial Items List and Punch List items to be satisfactorily completed within 30 calendar days after RI-6.
 - ☐ **RI-7. *Final Completion Pre-Closing Walk-through w/ Builder & Homebuyer*** (Homebuyer presence required)
 - Copy of City C of O to be submitted by Builder
 - Required prior to home buyer closing on or occupancy of property (Reference Addendum: Request for Exception)
 - Satisfaction of Remedial Items List and Builder/Homebuyer Punch List. Homebuyer sign-off on Punch List required
 - 80% lawn grass coverage
 - Authorization of Return of Good Faith Deposit & Certificate of Satisfactory Completion

* *NRHA inspection not necessarily to be simultaneous with City inspection*

** *Not necessary for "spec" houses not sold at time of inspection*

NRHA does not assume any liability whatsoever for, nor inspects for, the structural integrity of any element or component of a project, nor for the means, methods, materials applications, work of sub-contractors, or phasing of the work by the general contractor. Further, these inspections are for purposes of internal NRHA review only, and they are not intended for the benefit of, nor do they create or provide any rights to any other party, including, but not limited to, the Builder, Home Buyer or any subsequent Owner of the subject property. NRHA inspections are for compliance with the approved construction documents, applicable Design Standards, and NRHA General Specifications only and in no instance duplicate or supplant required City inspections.



ADDENDUM to:

Construction Inspections dtd December 2008: RI-7 Final Pre-Closing Walk-thru with Builder & Homebuyer

Request for Exception

This proviso is for the rare instance of legitimate and verifiable exception to the requirement for complete and total final completion of the contracted Work of the Builder prior to the Homebuyer closing on the improved property. A Request for Exception to the requirement for total and final completion of the contracted Work of the Builder prior to the Homebuyer closing on the property may be submitted to NRHA at the time of the RI-7 Final Completion Preclosing Walk-thru by the Builder in concert and agreement with the Homebuyer.

A. Remaining Work Qualifying for Exception Consideration

1. Damaged Work - An element of final completed Work accidentally damaged, or discovered to be damaged, not earlier than 20 working days prior to the RI-6 Pre-Final Walk-thru. Elements of the Work damaged or discovered to be damaged earlier than 20 days shall be repaired or replaced prior to the RI-7 Inspection and shall not qualify for Exception. Damaged elements of the Work which can be repaired or replaced within 20 working days after discovery and prior to the RI-7 shall not qualify for Exception.

Examples of the types of damage qualifying:

- Scratched finish surface requiring replacement of the scratched element
- Defective mechanical component discovered upon initial operation of the component and requiring replacement
- Damaged special-order long lead-time elements requiring replacement

2. Homebuyer Work - Work additional to the contracted Work of the Builder which is to be performed by the Homebuyer and which will delay the completion of an element of the contracted Work of the Builder.

Examples of the types of additional Work by the Homebuyer qualifying:

- Installation of sprinkler system preventing installation of sod by the Builder

3. Delayed Receipt - Special Order elements of the contracted Work of the Builder delayed in receipt by the Supplier or Manufacturer. Proof of timely initial ordering by the Builder and the cause of delay by the Supplier or Manufacturer shall be required for qualification.

Examples of Special Order elements qualifying:

- Front Entry door
- Unusual or uncommon fixtures, fittings, appliances, interior finish materials or other special effects

B. Format for making a Request for Exception

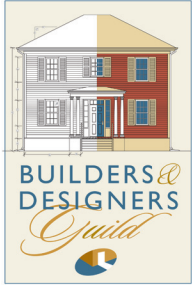
Requests shall be in writing via mail, fax or by hand, preferably on the Builder's letterhead, addressed to the NRHA Real Estate Specialist for the neighborhood, and shall include the following:

- 1.** Property address and contact information for the Builder and the Homebuyer
- 2.** Description of the element and the qualifying reason for the Request. Reference A.1, A.2, or A.3 above.
- 3.** Projected Date(s) Certain for completion of the remedial work by the Builder, or, if the delay in Final Completion by the Builder is due to work to be performed by the Homebuyer, the projected date of completion of the work of the Homebuyer and the date of completion of the subsequent Work of the Builder. Failure of the Homebuyer to perform their work shall not delay the Builder in completing the basic contracted Work of the Builder by his stated Date Certain.
- 4.** Statement of cooperation in effecting the work between the Builder and Homebuyer. This should include agreement as to access to the property to perform the work.
- 5.** Names and dated signatures of both the Builder and the Homebuyer.
- 6.** Space for dated signature of approval/disapproval of the request by NRHA

Requests received shall be expeditiously reviewed by the NRHA administrator and every effort shall be made to respond within 24 hours of receipt of the written Request. A hard copy of the reviewed and signed Request shall be kept on file by REDS in the Property Disposition Folder.

C. Upon notice of approval of the written Request by NRHA, the Builder and the Homebuyer may go to closing on the property.

D. Final Sign-offs of the Completion of the Work of the Request shall be submitted to NRHA by the Builder and shall include dated signature stating satisfactory approval by the Homebuyer upon completion of the Work. This shall serve to permit return of the Builder's Good Faith Deposit.

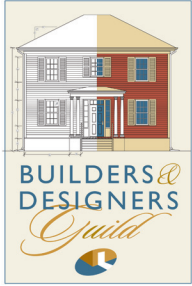


Design Services Program

TYPICAL RESTRICTIVE COVENANTS (COPY FOR BUILDER)

The Seller has determined, in the exercise of discretion legislatively delegated to it, that in order to carry out the objectives of its _____ Redevelopment (or Conservation) Project, to prevent recurrence of blight, and to set a prevailing standard in esthetics, public policy is best served by the imposition of conditions and restrictions upon the use, maintenance and improvement of property which is intended for redevelopment or conservation by private enterprise. To that end, it is hereby specified that, as a part of the consideration for this sale, the subject property is to be conveyed expressly subject to the following covenants, restrictions, limitations and conditions, which are to be imposed as covenants running with and binding upon the land:

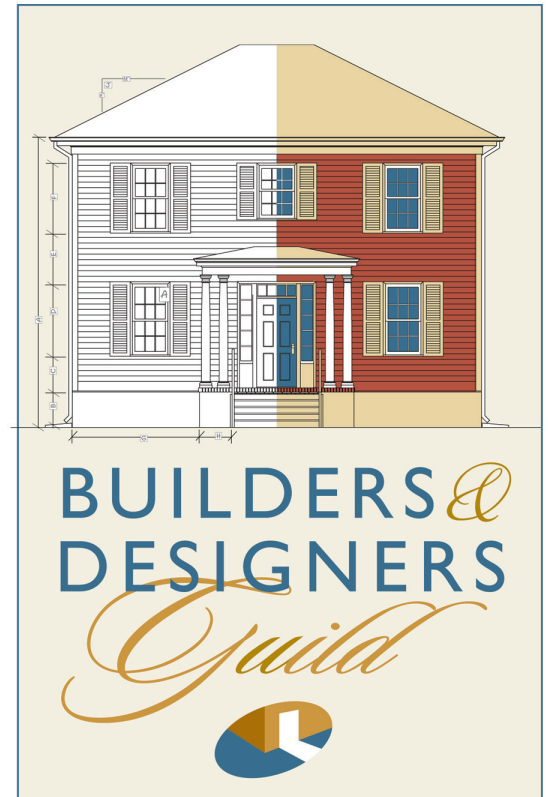
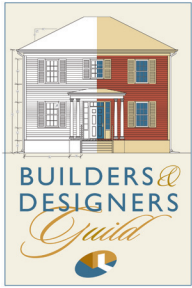
- a. The subject property shall be used only for residential purposes as the site of one (1) single-family, detached residential dwelling unit.
- b. There shall not be effected or executed any agreement, lease, covenant, conveyance or other instrument whereby the sale, lease or occupancy of the subject property is restricted upon the basis of race, creed, color, religion, sex, national origin, disability or familial status.
- c. The Buyer will comply with all State and local laws, in effect from time to time, prohibiting discrimination or segregation by reason of race, creed, color, religion, sex, national origin, disability or familial status in the sale, lease, or occupancy of the subject property.
- d. The Buyer agrees on behalf of itself, its successors and assigns, not to discriminate upon the basis of race, creed, color, religion, sex, national origin, disability or familial status in the sale, lease, rental, use or occupancy of the property herein described or any improvements thereon. This covenant being given for the benefit of the public, the United States is expressly recognized as a beneficiary thereof and is entitled to enforce it for its own benefit or that of the public.
- e. Unless prevented by Act of God or war, or some other unforeseen cause wholly beyond control, within thirty (30) days after settlement there shall be begun, and within six (6) months after settlement there shall be completed on the property one (1) detached, single-family dwelling unit with landscaping, parking and appropriate landscape buffering.
- f. No sign or fence shall be permitted on or within the perimeter of the property without first obtaining the written permission of the Seller and Seller's approval of the size and design of the sign and/or fence.
- g. Coal shall not be used for heating or developing fuel or for any other operation on the subject land.
- h. The land area not occupied by structures, hard-surfacing or vehicular driveways, shall be kept planted with grass, trees and plants or shrubbery and maintained in a healthy condition and neat appearance. Upon default in such planting or in its maintenance, the Buyer, its successors and assigns, agree that the necessary planting and work may be done by the Seller at the expense of the Buyer, its successors and assigns, from time to time and in keeping with this covenant.



Design Services Program

TYPICAL RESTRICTIVE COVENANTS (COPY FOR BUILDER) *CONT.*

- i. Parking areas, driveways and other vehicular accessways will be hard-surfaced with material of concrete, bituminous or similar composition.
- j. The Buyer agrees, on behalf of itself, its successors and assigns, that the improvements and their appurtenant premises will be maintained in a sound condition and neat appearance. Necessary repairs, maintenance and upkeep will be performed so as to preserve the attractive appearance, the physical integrity and the sanitary and safe condition of the buildings. Upon default in such repairs, maintenance or upkeep, the Buyer, its successors and assigns, agree that the necessary repairs, maintenance and upkeep may be done by the Seller at the expense of the Buyer, its successors and assigns, from time to time and in keeping with this covenant.
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- m. Provision for off-street parking space for motor vehicles shall be in accordance with the zoning ordinances of the City of Norfolk in effect at the time of issuing building permits.
- n. No improvements or structures, whether temporary or permanent in nature, shall be constructed, commenced or erected on the property unless and until the plans, working drawings, specifications and materials therefor have been approved in writing by the Seller.
- o. No live tree with a diameter in excess of four (4) inches, as measured twelve inches above ground level, and no trees in excess of three (3) inches in diameter, similarly measured, which are generally known as flowering trees (such as dogwood or crepe myrtle) or as broadleaf evergreens, may be cut down or removed from the subject Property without the prior written approval of the Seller.
- p. Covenants a, e, f, g, h, i, j, k, l, m and n above shall expire forty (40) years after the date of the deed of conveyance.



NRHA BUILDERS' & DESIGNERS' GUILD

BLANK SUBMITTAL FORMS

(PLEASE RETAIN THE FOLLOWING ENCLOSED AS ORIGINALS & PHOTOCOPY FOR USE)



Exterior Materials Selections Submittal Sheet

To be completed and submitted with Final Submittals Package

(Sample submittals required if manufacturers' samples/catalogs not on file for reference)

Date: _____ Builder: _____ House Address: _____

SIDING

Siding (if vinyl, to be .044 min. gauge thickness)

Manufacturer: _____
Style/Profile: _____
Color: _____

Corner Boards

Manufacturer: _____
Size: _____
Style/Profile: _____
Color: _____

ACCENT COLORS

Used On _____ **Color:** _____

Entry Door: _____

TRIM COIL (18-gauge min.)

Used On _____ **Color:** _____

ROOFING (asphalt shingle, 25 year min.; anti-fungal)

Manufacturer: _____
Type/Style: _____
Color: _____

BRICK (brick face sample board required if not on file)

Manufacturer: _____
Size: _____
Color: _____

Mortar (sample tray required if not on file): _____

OTHER ELEMENTS

(List what, where used, manufacturer, color, etc)

This Space Reserved for NRHA



Seasonal Seeding Submittal Sheet

(Grass seeding timeframe to be circled and sheet submitted with Final Submittal Package)

Type of Seed Used and When To Plant (Circle time of year when lawn is to be installed)		
Time of Seeding	Type of Seed	Seed Rate
September 15 to November 15	100% Tall Fescue	7 - 8 lbs per 1,000 SF
November 15 to March 15	100% Annual Rye	10 – 12 lbs per 1,000 SF
March 15 to May 15	100% Tall Fescue	8 lbs. per 1,000 SF
May 15 to September 15	100% Hulled Bermuda	2 lbs. per 1,000 SF

Prep Work

- All lawn areas shall be scarified to a minimum depth of 3 inches and all construction debris larger than 1" shall be removed from site.
- Lawn areas to achieve positive drainage.
- Once the lawn has been scarified and raked apply "starter" fertilizer at the manufacturer's recommend rate.

Execution

- Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface moisture to dry before planting seed.
- Newly seeded lawn areas shall have wheat straw applied immediately following seeding.

Expectations

A 90% uniform stand of grass is expected. If the lawn area does not have at least 90% grass coverage, the contractor shall re-seed until such time it does

Special Note

Projects that are seeded in the winter months (November 15 through March 15) with 100% annual rye will need to be re-seeded in the spring with fescue by the homeowner. Rye grass does not survive in the spring / summer heat and must be re- seeded with fescue.

A Copy of this Completed Form is to be Given to the Homebuyer by the Builder at the Time of Closing.



Site Maintenance Regimen

Builders are required to maintain a clean and orderly construction site throughout the project's duration.

This form will require the Builder's signature.

These job site maintenance measures require the Builder's and his sub-contractors' cooperation and compliance. Job site maintenance will be noted on NRHA Inspection Reports and are subject to the terms of the Good Faith Deposit.

- Provide and maintain a Port-a-Potty (sharing cost of a single with another builder is not an option).
- A securable trash receptacle is to be provided for lunch type trash and windblown debris.
- Establish and maintain a dumpster or specific containment area for construction debris.

Daily:

Police job site for all loose debris and secure it in the trash container.

Weekly:

Friday afternoon empty trash receptacle and remove rubbish from site; stack material neatly and secure large debris to discourage windblown items and vandalism.

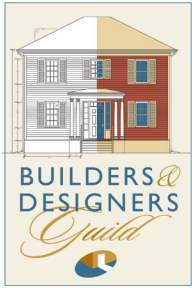
- Control material delivery and storage. Material not to be stored on the streets, public land, neighbor's yards, or other builder's sites.
- Builder is to prevent delivery and sub-contractor vehicles from driving across or parking on neighbor's yard or other builder's sites. Driving across unprotected curbs and gutters is absolutely prohibited.
- Installation and maintenance of a silt fence for the duration of the project is required. Establish and maintain catch basin filtering material.
- Music/radio volume level to be kept down.

I have read, understand the need for, and agree to cooperate and comply with the above site maintenance regimen:

Firm Name: _____ **Phone Number:** _____

Builder Signature: _____ **Date:** _____

Project Address: _____

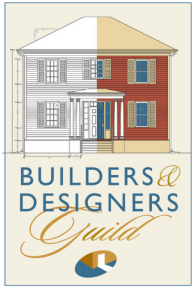


Design Services Program

TYPICAL RESTRICTIVE COVENANTS (GIVE TO HOMEBUYER)

The Seller has determined, in the exercise of discretion legislatively delegated to it, that in order to carry out the objectives of its _____ Redevelopment (or Conservation) Project, to prevent recurrence of blight, and to set a prevailing standard in esthetics, public policy is best served by the imposition of conditions and restrictions upon the use, maintenance and improvement of property which is intended for redevelopment or conservation by private enterprise. To that end, it is hereby specified that, as a part of the consideration for this sale, the subject property is to be conveyed expressly subject to the following covenants, restrictions, limitations and conditions, which are to be imposed as covenants running with and binding upon the land:

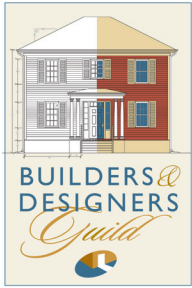
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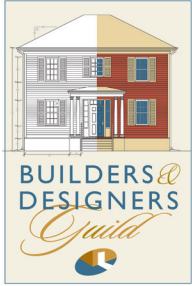


Design Services Program

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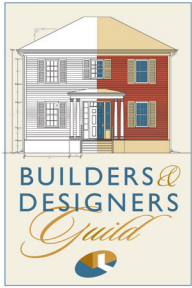
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Design Services Program

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NRHA BUILDERS' & DESIGNERS' GUILD
P.O. Box 968
Norfolk, VA 23501-0968
757.314.2021



Landscape Material Selection Sheet

Minimum 8 shrubs & 2 trees per street façade / Ref. "Standards" for minimum size
 @ = Key on Landscape Plan

Foundation Plantings / Shrubs					
@	Qty.	Material	@	Qty.	Material
		Viburnum Tinus			Nellie R. Stevens – Corner Accent
		Cleyra Japonicum			Yaupon Holly – Corner Accent
		Loropetulum Chinensis 'Ruby'			Hollywood Juniper – Corner Accent
		Nandinia Domestica & 'Nana'			Camella – Corner Accent
		Gardenia Jasminoides - Needs Frost Protection			Edward Goucher Abelia – Corner Accent
		Forsythia X Intermedia - Good Spring Flower			Dwarf Crimson Barberry
		Abelia			Japanese Barberry
		Southern Wax Myrtle			Hybrid Boxwoods
		Indian Hawthorn			St. John's Wort
		Pieris Japonicum Compacta (Japanese Andromeda)			Nigra Inkberry
		Spiraea			Hoogendorn Holly
		Oakleaf Hydrangea			Dwarf Burford Holly
		Weigela			Hetzi Holly
		Rosa Rugosa			Helleri Holly
		Foster Holly – Corner Accent			
Color or Accent Trees					
@	Qty.	Material	@	Qty.	Material
		Lace Bark Elm			Crabapple
		Crape Myrtles (Single-Stem and Multi-Stem)			Saucer Magnola
		Yoshino or Kwanzon Cherry			Thundercloud Cherry Plum
		Kousa Dogwood			Foster holly – Corner Accent
		Sweet Bay Magnola			Nellie R. Stevens – Corner accent
		Japanese Maple – Need Not Be "Cut Leaf" Variety			Yaupon Holly – Corner Accent
		Ornamental Pear (Aristocrat, Redspire, Cleveland Select, Capital)			Hollywood Juniper – Corner Accent
		Eastern Redbud			Camella – Corner Accent
		Washington Hawthorne (It Does Have Thorns)			Edward Goucher Abelia – Corner Accent
		Trident Maple			
Plants/Flowers–For Massing and/or Color					
@	Qty.	Material	@	Qty.	Material
		Black-eyed Susan			Liriope – Variegated and Green (Muscari is a Mounding Variety and Spicata is the Spreading Variety)
		Daffodils			Ice Plant
		Tulips			Rose Of Sharon
		Daylily			Butterfly Bush
		Iris			Hibiscus
		Hyacinths			Hydrangea
		Canna			Cleyera
		Gladiolus			Daphne
		Hosta			Lantana
		Lantana			Nandina
		Shasta Daisy			Pyracantha
		Coreopsis			Viburnum
		Hostas			Azalea
		Ajuga			Gardenia
		Ivy			

