

**CARDIFF TERRACE
ARCHITECTURAL GUIDELINES
January 31, 1986
Revision Adopted January 28, 2003**

A. Overview of the Approval Process

Under the provisions of Article IX of the Covenants, Conditions, and Restrictions of Cardiff Terrace, a process of design review has been established. Plans for new construction, remodeling (including any structural, plumbing and electrical items or any exterior renovation) or landscaping must be approved by an Architectural Review Board (ARB) made up of five members. The ARB works with homeowners to ensure a continuity of concept and design that will preserve the quality of the community for all residents and enhance the value of the investment that each homeowner has made. The ARB also reviews technical aspects of the completed plans and issues building, mechanical, and electrical permits. No additional city or county building permits are required in Cardiff Terrace. University staff or designee will inspect the construction to assure compliance with building codes.

ARB approval of plans is distinct from “Capital Improvement” approval. The ARB is not obligated to approve as a capital improvement any remodels it may have approved as part of the design approval process. Any homeowner seeking to add the cost of a capital improvement to the value of their home is required to submit documentation to the ARB within three months from the completion of the project. The ARB is not obligated to approve any requests submitted after three months of project completion. (See Capital Improvement Definition Attachment 3.)

The “Architectural Standards” portion of these Guidelines is intended to aid homeowners and their designers in planning new construction, remodeling or landscaping. The Board reserves the right to waive any portion of the Standards, or to impose additional requirements which are reasonable and consistent with its purpose. Since these Guidelines are subject to revision by the ARB, the homeowner should obtain a current copy from the ARB before planning any construction, remodel or landscaping project.

It is strongly recommended that the homeowner have plans for major remodeling or construction prepared by a qualified and licensed architect, engineer or designer. Complete and clear drawings will simplify the design approval process.

The ARB reviews and approves proposals for new construction, interior, exterior and infrastructure modifications at three stages:

1. Concept (use attached Concept Description, attach rough sketch if possible)
2. Preliminary Design
3. Final Design

Some simple projects may only require a final design, while larger scale modifications will require both a preliminary design review and a final design review. Homeowners planning remodeling which affect the exterior of their dwelling are required to submit plans for concept, preliminary and final review approval.

B. Submission of Plans for ARB Approval and Permit

1. **Concept Approval:** The intent of the Concept Approval is to determine that a project is feasible, and will be permitted subject to subsequent design approvals. This is to allow the applicant (homeowner or Homeowners' Association) to initiate a project and obtain concept approval before entering into a costly and time-consuming process with a design professional. To obtain "concept" approval the homeowner or Homeowners' Association, must submit a completed "Concept Application for Home Modification" (blank form Attachment 4)

- a. The ARB will determine the requirements for adjacent property owners notification at this stage. **NOTE:** Under the "Property Use and Maintenance Guidelines of Cardiff Terrace", Section 2.02, no application for ARB approval shall be considered complete unless accompanied by evidence, in such form as the ARB finds acceptable, that adjoining Home Owners have been notified concerning the pending application.
- b. The ARB will notify the applicant of the extent of detail required for future submittals for preliminary and final design approvals of the proposed project at the time concept approval is granted.
- c. Projects involving any homeowner intrusion into the common area must be approved by the Homeowner's Association Board prior to being submitted to the ARB.
- d. Projects involving only common area changes must be submitted to the ARB from the Board of the Homeowners' Association.

2. **Preliminary Design Approval;** Preliminary Design review of plans may be required for construction, remodeling or landscaping of any housing unit and related improvements on custom lots. A preliminary review does not reduce the 45 day final review period. The homeowner must submit the following to the ARB:

- a. Cardiff Terrace site plan identifying the project site
- b. Schematic site and floor plans, elevations, sections and details of the existing unit and of the proposed addition or modification of any exterior element or surface, and other such documents as may have been noted by the ARB upon concept approval.

Drawing requirements for this review may vary, but will include:

- i. Site/roof plan at 1/8" scale indicating lot lines, setbacks, driveways, fences, existing and proposed grades, roof plan with slopes, accessory structures, pools and spas, and mechanical equipment.
- ii. Floor plans and sections at 1/8" scale or greater.
- iii. Elevations at 1/8" scale or greater indicating roof and siding materials, skylights, solar panels, and height of structures.
- iv. Optional renderings, etc., to communicate design intent.
- v. Elevations of adjacent or connected units including all window locations.

After receipt of the above, the ARB may arrange a meeting with the applicant or applicant's designer to discuss the plans. Alternately, the ARB will respond with a letter identifying any aspects of the plans that do not conform to the Guidelines and/or need modification.

The ARB will:

- a. Submit the Preliminary Design package to the Campus Fire Marshal for review if necessary.
 - b. Post plans in the Faculty Housing Office and all residents will be notified and invited to comment within ten working days. All comments will be held in confidence by the ARB.
 - c. Respond to the applicant within thirty days of receipt of the Preliminary Application.
3. Final Design and Technical Review: to obtain Final Design Approval, the homeowner must submit the following to the ARB:

Two complete sets of the Final Working Drawings and Specifications, stamped by an appropriate design professional licensed by the State of California. The following must be included in this submittal. (A fee may be required with your application, as set forth in Exhibit A to these guidelines.)

- a. A roof/site plan at 1/8" scale, indicating lot lines, setbacks, driveways, fences, existing and proposed grades, roof plan with

- slopes, accessory structures, pools and spas, and mechanical equipment.
- b. Floor plans at 1/4" scale, accurately dimensioned
 - c. Plumbing, heating air conditioning; and electrical plans (may be combined with floor plan).
 - d. Building elevations: All significant elevations at 1/4" scale; indicate wall and roof materials, gutters and chimneys, colors and textures, roof slopes, and overall building heights.
 - e. Building sections, interior elevation details, and schedules, as required to build the proposed structure.
 - f. Material specifications, where not included on drawings.
 - g. Structural drawings: Foundation plan, floor framing plans, sections, and connection details. Indicate sizes, spacing, and grade of all structural members, nailing, and connectors.
 - h. Any other drawings or calculations needed to demonstrate compliance with these guidelines and applicable codes and laws.
 - i. Any other documents noted by the ARB at the time of preliminary design approval.
 - j. Signed copy of "Working Drawings Final Approval Checklist" (Attachment 5), provided by the ARB at the time of preliminary approval. The homeowner applicant is responsible for all fees associated with required plan reviews and inspection. The checklist/agreement **may** require:
 - i. An independent review of Uniform Building Code and Title 24, by a consultant designated by mutual consent of the ARB and the applicant from a list of licensed consultants provided by the ARB.
 - ii. A plan check for quality control by an independent reviewer. The reviewer is selected by mutual agreement of the ARB and the homeowner.
 - iii. Any other specific plan review (i.e., waterproofing) deemed necessary by the ARB that has been specified at the time of Preliminary Design Approval.

- iv. Inspection services for compliance with the approved plans and specifications to include at a minimum: foundation, framing, roofing, flashing, waterproofing, drywall, mechanical and electrical. (See Attachment 6 for Inspection Record.) Any other specific inspection deemed necessary by the ARB will be determined on a case by case basis as a condition for Final Approval. Inspector to be selected from a list of qualified inspectors provided by the ARB.

Upon receipt of two complete sets of materials from an applicant, the ARB will begin a 45 day review period of the working drawings.

By the end of the 45 day period, the ARB will either approve, request modifications or disapprove the plans. If disapproved, the ARB will inform the applicant of the reasons for disapproval. Failure of the ARB to respond does not indicate approval. Correspondence regarding timeliness of the ARB response should be directed to the Campus Building Official. Any re-submittal of plans after ARB disapproval begins a new 45 day review period.

If the application is approved, one (1) set of approved plans—bearing an ARB approval stamp—will be returned to the applicant. The second set will be retained by the ARB. At the same time, the applicant will be given an ARB permit which must be prominently displayed on the construction site until the work is complete. University staff may inspect the work in progress and at completion.

C. Use of Common Area

If the proposed construction work will require the use of common area property—whether for purposes of transporting materials or the temporary storage of materials or otherwise—the ARB will notify the Homeowner’s Association in writing that permission for such “right of entry” has been approved for the construction period. In such cases, as deemed necessary by the ARB, a security deposit or bond may be required from the contractor to assure that any damage to the common area property will be restored. If the proposed construction work will involve any encroachment on any adjoining lot, the homeowner(s) must enter into an agreement with the homeowner(s) of the adjoining lot respecting the use of such property, arrangements for indemnification, and the like.

D. Permit Process

Following final design approval by the ARB the homeowner must submit the following information and documents to the ARB prior to issuance of an ARB building permit:

1. Name and License Number of contractor
2. Copy of contract, including a “hold harmless clause” amendment for the University (see sample in Attachment 7).
3. Proof of the following:
 - a. Performance Bond;*
 - b. Payment Bond;**
 - c. Workers’ Compensation Insurance (or equivalent) for the project;
 - d. All Risks – Builders’ Risk Insurance.
4. Copy of “Cardiff Terrace Guidelines for Contractors” signed by the Homeowner and Contractor (see Attachment 9).

The Building permit will include a listing of required inspections noted in “Final Design Approval,” 3.j.iv, above, and any other specific inspections called for by the ARB. This also includes a sign-off on the final “back-check” by the independent reviewer.

**For the convenience of the homeowner, the University is willing to waive the requirement for the performance and payment bonds. This waiver will be granted upon written request from the homeowner. A sample request is shown in Attachment 8 and should also include a list of references for the contractor*

***It is important to note that a contractor, subcontractor or supplier may place a “mechanic’s lien” on the homeowner’s interest in the property and any improvements, should they not be paid in full by the homeowner or the contractor. If a waiver of the bond requirement is requested, homeowners are advised to seek legal advice on how to protect themselves from such actions.*

Occupancy Permit and Final Project Approval is issued by the ARB following receipt of the following:

1. Inspector's written verification and/or inspection cards that work has been completed.
2. Homeowner's/contractor's final reproducible "as-built" drawings showing all locations of alterations/changes to work and underground utilities.
3. Campus Fire Marshal inspection may be required prior to occupying or reoccupying a unit. If required, it will be specified in ARB's final approval notice.

E. Timing of Approved Construction

Construction of the main dwelling on custom lots shall be commenced within 12 months after the effective date of the Custom Home Lot Lease and shall be completed within 24 months of execution of that lease.

All other work undertaken pursuant to ARB Final Design Approval shall be pursued diligently and shall be completed within twelve months of such approval.

If the scope of the work warrants a more extended completion period, the ARB may grant such extensions as are necessary. If construction pursuant to approved plans and specifications is not commenced within one hundred eighty (180) days of ARB approval, the building permit will be void and a new application must be submitted.

F. Building Code

Plans should be prepared in accordance with the most current edition of the Uniform Building Codes adopted by the City of Santa Cruz and Title 24 of the California Administrative Code.

ARCHITECTURAL STANDARDS
For New Construction

A. Building Envelope

Main dwellings on lots 301-311 must be constructed within the Building Envelope specified for each lot on Exhibit B of the Cardiff Terrace Property Use and Maintenance Regulations. Where setbacks are specified elsewhere in these standards, the more restrictive standard shall apply.

B. Minimum Yards

Front: 20 feet
Rear: 15 feet
Side: 5 feet

C. Yard Encroachments

Architectural elements, including roof overhangs and fireplaces, but not including bay windows and similar projections, may extend into required side yards a maximum of two feet, or into required front and rear yards a maximum of four feet.

D. Grading

Extreme regrading of the site will not be approved.

E. Maximum Height

Height of structures shall not exceed twenty-eight (28) feet, measured from the lowest point of building to the highest point of roof, except that the height of structures built in lots 306 (6), 307 (5), and 308 (4) shall not exceed 18 feet.

F. Minimum Square Footage

The main dwelling constructed on any custom lot shall be no less than 1,600 gross square feet, excluding garage or carport.

G. Lot Coverage

Land cover by all structures shall not exceed 40 percent of lot area.

H. Parking

Two parking spaces, at least one of which shall be in a garage or carport, are required. Parking spaces shall not be in a required front or side yard.

I. Roofs

1. Flat roofs are not permitted except for small areas not visible from outside the lot.
2. Pitch: Between 3:12 and 6:12
3. Acceptable materials/colors:
 - a. cedar shakes
 - b. composition shingles in brown or brown-gray earth tones
4. Overhang: 12” to 30”
5. Plumbing and appliance vents and flues should be located to limit their visibility from outside the lot wherever possible and painted to match the roof color.

J. Siding

1. Acceptable Materials
 - a. Redwood or cedar board, vertical or horizontal (3/4” thick recommended)
 - b. Cedar shingles
2. Acceptable Finish
 - a. Semitransparent stain in brown or brown-gray earth tones
 - b. Weathering stain
 - c. Cedar shingles may be sealed for “natural “ finish
3. Trim Colors
 - a. All metal must be painted
 - b. Trim may be in matching or contrasting colors
 - c. Vents and flues should match the background color of the adjacent roof or wall
4. Garage Doors
 - a. Sectional wood doors painted or stained in tones compatible with siding.

K. Fenestration

1. Frames of bronze anodized aluminum or baked enamel finish in colors compatible with siding.

2. Wood or vinyl-clad wood windows

L. Exterior Lighting

1. Non-glare recessed-source type fixtures

M. Fences

1. At perimeter of front yard, 42” high maximum. Must be set back from front lot line by a 7’ landscaped area.
2. At side and rear yard: 72” high maximum.
3. Acceptable materials: Wood fences painted or stained in colors compatible with the house. Supporting members on inside of lot or “good neighbor” fencing alternating supports between lots.

N. Landscaping

1. All yards must be landscaped within six months after completion of the main dwelling. Custom homeowners must submit a landscaping plan with their building permit application.
2. Exhibit C of the Cardiff Terrace Property Use and Maintenance Regulations lists recommended landscaping materials.
3. Rock ground cover, sand gravel, or any similar landscaping treatment will not be permitted.
4. Hedge-type plants may not exceed the height and location limits for fences.

O. Skylights and Solar Equipment

Rooftop skylights and solar equipment can create highly reflective surfaces, and will be approved only when exposure of such elements to adjacent units is minimal.

P. Mechanical Equipment

Installation of all mechanical equipment, including, but not limited to, air conditioning, pool and spa equipment, solar collectors, gas fired appliances, and water softeners, requires ARB approval. Visual screens or soundproof enclosures may be required for mechanical equipment.

Q. Pools and Spas

Pool and spa installations require ARB approval. No pool or spa or associated equipment may be located in any front yard or within five feet of any rear or side lot line. Pools and spas must be screened from view and securely fenced as required by code.

R. Accessory Structures

Detached structures (such as storage sheds and mechanical equipment enclosures) of less than 100 square feet are permitted. Such structures shall have exterior finishes compatible with the main dwelling unit. No accessory structure may contain habitable spaces (workshops, recreation rooms) or have utility connections intended for such use. Height of such structures shall be limited to 12 feet. Location is limited to rear yard with a five foot setback from any lot line and 10 foot separation from the main dwelling.

DESIGN GUIDELINES
For Remodels

- A. Roof materials, ventilation details, colors and shapes to match existing roof vocabulary.
- B. Fenestration to match existing window shapes, material and color (i.e., dark bronze anodized without interior panes or panels) in casement or slider configurations.
- C. Skylight curb and flashing to match roof color (dark bronze anodized frame) and preferred to be flat-glass profile instead of rounded or other shape, such as raised profile acrylic skylights. Rooftop skylights and solar equipment can create highly reflective surfaces, and will be approved only when exposure of such elements to adjacent units is minimal.
- D. Wall materials, trim shapes and colors to match existing siding and trim. Other building elements such as gutter and rainwater leader shape and size, soffit material, and eave overhang dimensions are also to match existing.
- E. Massing, building height and setbacks of additions to match existing massing and setbacks established in configurations of walls, fenestration, roofs and other building elements.
- F. Privacy of adjoining units to be respected in proximity and arrangement of new to existing fenestrations, outside areas, balconies, decks and other elements. For a second-story addition or for larger remodels, the ARB may require a ¼" scale model of the proposed construction and its contiguous block of units to be presented along with drawings, for review by the ARB.
- G. Balcony railing is to match or compliment existing fence details of vertical wood balusters at 4" – 5" on center with a wood cap rail and bottom rail.
- H. Additional balconies or decks and flat roofs are strongly discouraged due to the difficulty in preventing water intrusion. Balconies or decks may not be contiguous to any adjacent unit or party wall. Hose bibbs at upper decks are not permitted.
- I. All new exterior walls adjacent to another unit (as future common party wall in such cases as an adjacent unit is expanded) or "party walls" must follow the existing construction standards in order to maintain the privacy standards established in the original construction. This includes but is not limited to: no plumbing in party walls and drawings that show construction detail.