

M O N T R E U X
RESIDENTIAL
PLANNING GUIDE

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PLANNING A EUROPEAN COMMUNITY

The Concept

This Montreux Residential Planning Guide (the “Planning Guide”) was developed to help shape the form and character of Montreux in ways that reflect the most valued qualities of the community and Old World European architecture with the natural landscaping style of Frederick Law Olmsted thereby blending the richness of European design and use of materials with American sensibility for the natural environment.

These guidelines begin with an understanding of the qualities of the site, the landscape forms, the vegetation and natural features, which are important to maintaining sustainable environments and preserving valued recreation areas. They are derived from a detailed study of the work of Frederick Law Olmsted's most valuable contributions to the landscape. Inspiration can be drawn from his work at Riverside, Illinois, Druid Hills neighborhood in Atlanta, Georgia, Biltmore Estates in Asheville, North Carolina, Prospect Park in Brooklyn, New York and New York City's Central Park. The organization of public spaces, the character of streets and the residences, and the human scale of architecture combine to create a distinct sense of place prized by residents and admired by visitors. This inherited Olmsted style is a resource and the basis for the landscape guidelines.

The guidelines also provide the means of ensuring the creation of quality architecture, good neighborhood streets, and environments that respond to the character and traditions of Old World Europe. The best communities incorporate many diverse styles from different eras. Because these communities are based on common principles, they have a timeless quality that endures from generation to generation. Though now regarded as a distinct vernacular, the Old World Europe architectural style is actually an amalgamation of myriad influences, evolved to suit Montreux's unique setting and its neighbors' lifestyles.

A distinctive characteristic of European villages and towns is the elegance and gracious quality of the architecture. From small, attached houses in the center of town to large estates on the edge of town or on the water, there is a consistency in vocabulary, materials and form. The most striking aspect is the quality of materials aesthetically arranged in a composition that is pleasing to the eye. This simple vocabulary is the hallmark of traditional European elegance and character. Please see Appendix A for a listing of inspirational European Castles, Cottages and Manors

Architectural Review Committee

The Planning Guide is governed by the Architectural Review Committee (the “ARC”), which is comprised of a minimum of three members appointed by the HOA Board: an architect and at least two Montreux residents or lot owners; with at least one resident ARC member at all times. It is the responsibility of the ARC to interpret and enforce the guidelines set forth in this Planning Guide. It is the responsibility of each lot owner/builder to conform to these guidelines and submit home plans to the ARC for review. All home plans, including exterior building materials and the color palettes of those materials, landscaping plans and site plans must be approved in writing by the ARC prior to any land development by the submitting lot owners/builders. Upon submission, the ARC must respond to the site plan submission and make available a non-lot owner representative for a site walkthrough to confirm home placement and applicable tree save areas within 10 days of submittal. Please see page 12 for additional details on the Architectural Review Process.

Landscape Themes

The Concept

Throughout history, designed landscapes and gardens have been recognized as art forms reflecting contemporary cultural sensibilities. In this century, more pastoral and natural landscapes have been favored and are usually best reflected in the works of Frederick Law Olmsted, the "Father of Landscape Architecture." Olmsted was one of the first to put forth the principles of the City Beautiful movement in America. For Olmsted, part of a region's beauty lay in its large open spaces that encouraged people to connect with the natural world. His goals and artistic sensibilities give Montreux its guiding set of principles.

Essential Elements

Generally favored will be landscape solutions that are in keeping with the goals of Montreux: simple, understated and park-like in appearance while still allowing for personal expression in design and plant materials. In all instances though, the preference will be for larger sizes and quantities of the selected plant material, yet less variety of species. Importance will be placed on side and rear adjoining a public realm in the rear, the rear should be considered to be the "second" front yard. The homeowner's planting obligation begins with the edge of street pavement and includes grass and irrigation.

Landscape Plans

A landscaping plan is required by the ARC for review and approval prior to construction. This Planning Guide encourages the owner and/or builder to employ the services of a landscape designer/architect to develop a landscape plan reflecting the principles of Montreux.

Landscape Palette

A Montreux Landscape Palette has been developed for plant material selection intended for rights-of-way, front and side setback zones and back or side yards adjoining public open spaces. For maximum appeal, the plant selections should carefully mix textures and colors, but the plan should be kept simple. Additional plant considerations should include using shrubs and groundcovers that are recognized as "deer proof." Furthermore, plant materials should complement native species and be compatible with the existing environment and ecological conditions, including, but not limited to, existing acidity or alkalinity, available light and moisture, and temperature. A soil sample analysis will help determine this and is therefore encouraged.

Site Clearing, Grading & Drainage

Every effort should be made to develop site plans consistent with natural drainage flow. Site clearing of a specific lot shall be kept to a minimum and alterations to natural drainage systems shall be avoided. Prior to disturbing each lot, a site plan must be submitted and approved by the ARC. On-site approval shall provide for clearing at least twenty feet on each side of the building footprint. Any necessary grading shall maintain a natural appearance, producing graceful contours and providing smooth transitions at the head and toe of slopes. Fill dirt brought on site must be placed to reflect the natural characteristics of the land. Excessive fill, which adversely affects existing trees, vegetation and adjoining property, is not permitted. Tree protection fencing should be in place after plan approval, but before commencing clearing and grading of the site. Once construction is completed, drainage easements belong to Mecklenburg County, but homeowners are responsible for keeping drainage easements clear and maintaining them.

Preservation of Existing Trees

Upon submission of the Site Plan, the ARC will “walk the lot” with the lot owner and/or their builder to designate appropriate “tree save” areas. Accordingly, tree protection must be installed prior to commencement of construction. It has also been noted that existing red oaks and sweet gums are particularly sensitive to any grading in their root zone, so all reasonable efforts must be made during construction for preserving trees.

Tree Planting

In the front yard of each lot, there are existing canopy trees. Each lot owner must take reasonable efforts to preserve the condition of these trees and are not permitted to disturb these plantings without prior written approval from the ARC. Should there be substantial damage to any of the existing canopy trees during the construction period requiring the removal of any canopy tree, the lot owner shall replace the damaged tree with a new canopy tree of the same species with similar height prior to the damage. Two additional canopy trees selected from the Montreux Landscape Palette will be required in the front yard; as identified in the approved landscaping plan. These trees must be of at least six-inch caliper diameter as measured from the top of the root ball. Corner lots will be required to plant two additional canopy trees of at least six-inch caliper diameter as measured from the top of the root ball selected from the Montreux Landscape Palette ; as identified in the approved landscaping plan.

Hedges

Hedges can be an integral part of a landscape plan, particularly when used to create privacy, a backdrop for other plantings, a windbreak or as the walls of an "outdoor room" (please see the section "Outdoor Rooms, Porches & Patios" for more information concerning "outdoor rooms"). Additionally, hedges need not be formal, clipped vertical planes requiring constant shearing and clipping but can be massed as a dense thicket. The size and spacing of plantings used to create a hedge should be great enough and close enough that the desired hedge is quickly achieved; therefore, 15 gallon plants are required. Hedges must be a minimum of 3' tall at installation. Hedges planted at the front setback line and extending along the side property lines to the rear property line are strongly encouraged. Generally speaking, when used to create privacy along property lines, evergreen plants are the best choice. When using deciduous plant materials, consideration should be given to the plants' flowering characteristics and structural appearance in winter.

Lawns

On all lots, the front yards up to the front line of the main massing of the home shall be sodded. These areas of residential lawns further contribute to the park-like appearance of the neighborhood by acting as a unifying, visual element which provides an overall smooth, neutral setting for the stronger shapes, colors and textures of paving, fences, trees, shrubs, groundcovers and flowers. Adjoining lawns should be viewed as large, flowing open space.

Shrubs & Groundcovers

At least 50% of shrubs being planted must be from containers sized seven gallons or greater. The minimum acceptable plant size is three gallon container for shrubs. All plantings immediately adjacent to the foundation of the house shall be no less than one-half the height of the foundation at time of installation. It is encouraged that groundcovers, rather than lawn, be used in areas of deep shade where turf grass will prove difficult to grow. Additionally, no areas of open mulch or pine straw greater than 100 square feet will be permitted.

Fences, Walls & Hedges

Fences and walls, when an integral part of the overall landscape theme and appropriate to the architecture of the house, may be approved. As part of the landscape design, fences should be softened by plantings that include vines and other plant materials. Fences and walls on the front setback zone may be permitted by the ARC on a case-by-case basis. The design and detail of fences around swimming pools must be approved by the ARC and comply with local ordinances. In some specific instances, fences and walls are required, such as around trash receptacles, HVAC units and service yards, as well as along driveways in special situations where the driveway runs between two adjacent lots. The ARC may require fencing for purely aesthetic reasons if the neighborhood context or lot characteristics dictate such. The height of these structures is to be only that which achieves the purpose of screening from view the above-mentioned objects.

Materials: All walls and fences must be of the highest quality. Generally favored will be brick, stone, and/or genuine stucco, all with or without wrought iron or black aluminum fence infill. Black aluminum fence material only is acceptable.

Dimensions: Maximum spacing between vertical bars shall be 4". Minimum spacing between vertical bars shall be 1 ¾". "Shadowboxing" is not permissible. Maximum fence height shall be 5' and 8" and minimum fence height shall be 3' and 8" above grade.

Installation: Each lot owner/builder must ensure compliance with local ordinances. Prior to installation, each lot owner/builder must confirm local utilities have properly marked the site for applicable utility easements. Final location and materials for walls and/or fencing must be approved by the ARC prior to installation.

Irrigation

An irrigation system controlled by an automatic timer or clock is required for the best possible maintenance of lawn and landscaped areas, thereby ensuring a healthy, park-like appearance through the neighborhood. Irrigation is required in the front of each home and the installed irrigation system must provide for full coverage of the front yard. All corner lots will be required to have additional irrigation on the side yard facing the road with a system that provides for complete coverage of the exposed side yard.

Site Lighting

Lighting solutions in Montreux should be subtle and designed as thoughtful integrations to the overall architecture and landscape plan. Better lighting solutions are achieved when the source of light is not visible or obvious. It is preferable, though not required, that lighting be focused on the landscaping and not on the architecture of the house. When light sources are placed away from the house, rather than on the house, a greater feeling of spaciousness can be achieved in even the smallest of landscape gardens. However, no lighting shall be placed in street right-of-way, drainage or utility easements or shine directly into another property. All exterior lighting will be low profile non-white colored housing appropriately matching the home's exterior as approved by the ARC.

Corner Lot Planting Requirements

On corner lots, plantings will be required along both frontages as these lots present two facades and two front yards to the public realm. The length of the front property line will determine the minimum quantities needed for the typical front yard. The dimension measured from the front setback to the rear property line will determine the minimum quantities for the side property from the adjacent roadway.

Architectural Strategies

The Concept

Architectural creations with classic and traditional styling, reflective of the Old World European vocabulary, will always be preferred. Elements of this style include simple yet varied building forms, balanced design, high pitched roofs, dark stained wood, high ceilings and dormered rooflines. The Montreux Residential Planning Guide requires the owner and/or builder to employ the services of a registered architect or utilize a home plan from an architectural plan service to develop a home reflecting the principles of Montreux.

Essential Elements

Form & Massing

Each home site will have a front setback line. Reference to the recorded plats is required to verify this information. Designers are encouraged to utilize varying architectural elements appropriately adapted and scaled and harmoniously arranged on the elevations. Front porches, bay windows, entry stoops, steps and other ancillary elements may not encroach into the front setback area. Consideration for watershed impervious area calculations should be considered.

Ceiling Heights

To achieve the appropriate verticality of the traditionally-designed home and to allow for gracious interior spaces, ceiling heights will be required to be at least nine feet on each floor of the home. Ten and twelve feet ceiling height is encouraged for the first floor.

Foundation

All houses should be on a crawl space raised at least 18 inches above grade or basement with appropriate foundation treatments. Preferred foundation materials are brick, stone, and genuine stucco. Efforts should be taken to keep the exposed foundation wall between 3' and 5'. Foundations that are above or below this range will be reviewed on a case by case basis. Except for basement lots, the finish grade under the house must be no lower than the exterior grade at the foundation wall.

Home Exterior Lighting

All lighting visible from the street shall be discreetly placed with non-white low profile colored housings appropriately matching the exterior of the home as approved by the ARC.

Exterior Wall Materials

Emphasis will be on materials appropriate to the traditional nature of the Old World European aesthetic. With this in mind, main structures shall be built with exterior facings of brick or hard coat stucco constituting not less than 85% of the total exterior wall surfaces. The remaining 15% may be stone, cultured stone, hard coat stucco or fiber cement siding product. Neither the front nor side elevation may contain more than 20% of the secondary material. Timber accents are encouraged, but not required.

An additional, detached structure, if provided, shall be built with exterior facings of the same primary materials constituting not less than 90% of the total exterior wall surfaces. The detached structure must also maintain the 20% use of secondary materials as specified above for the primary residence.

Exterior Walls

Brick and stone selections must be of colors in the brown and gray families. Opportunities exist for the designer to explore varying brick patterns consistent with Old World Europe. Cast/cultured stone is permissible, as approved by the ARC. Wood or fiber cement products should be used in exterior trim applications. Exterior lap wood or vinyl siding is prohibited. Conventional stucco in approved colors with a heavy texture finish recommended. Detailing is very important. Horizontal and vertical control joints may be employed as needed. Synthetic stucco (EIFS) will not be permitted. Combinations of exterior building materials on the same residence are encouraged.

Trim

Trim on all homes shall be smooth wood or fiber cement products; painted or stained. Darker colors are preferred; white prohibited. Fiber cement products will be allowed for soffit and fascia detail. Vinyl or aluminum soffit and fascia detail is prohibited. Appropriately, over-scaled trim is encouraged.

Chimneys

Chimneys shall be constructed of brick, stone, cultured stone or conventional stucco and must have a metal or masonry cap detail to conceal the spark arrestor.

Outdoor Rooms, Porches & Patios

Climatically sensitive architecture in this region places an importance and value on the outdoors as a place of recreation and leisure. While desiring to be closer to the environment, there continues to be, however, a need for shelter from the elements. Typically intimate spaces, outdoor rooms are created through the use of constructed structures such as masonry walls, arbors (a shelter usually of latticework covered with climbing shrubs or vines) and trellises (a frame of latticework used as a screen or as a support for climbing plants). Other outdoor retreats include semi-walled spaces such as cabanas, pavilions and gazebos. Furnishings and plantings are combined to create the atmosphere and ambiance of a room in an open flat space. Further examples include courtyards, terraces, patios, garden rooms, or pool areas. These outdoor rooms are often connected to the main house structure by a pergola (parallel colonnades supporting an open roof of girders and cross rafters). Porches should be designed as an integral part of the house design and overall site plan. They may not appear to be "added on" elements or afterthoughts, but should blend equally with the house and landscape. Decks are prohibited.

Bay windows and open front porches may not encroach beyond the front setback. Screened porches may be allowed on the side yard setback if the screened porch does not encroach over the side setback. Additional detailing and landscaping will be required.

Front porches should either frame doorways or extend to a logical point on the main front facade of the house. Porch columns, regardless of location, shall be at least eight inches in diameter and of a non-PVC material approved by the ARC. Railings should be square or round section balusters with simple horizontal members. Railing detail variety can be achieved by using patterns and spacing. Wrought iron encouraged, however, dark metal required, as approved by the ARC. Screened porches must be designed with the screening on the inside of the porch columns and pickets.

Roofs

A variety of roof shapes consistent with Old World Europe (gable, hip, shed roof profiles) will be considered appropriate in Montreux. Home designs are encouraged to be roof dominant rather than wall dominant.

Roof shapes within a home or between a home and ancillary structures on the property should be complementary to one another.

The pitch of the dominant roof should not be less than 8:12. Gable and hipped dormer roof pitches should match the main roof pitch. Shed dormer roof pitches should not be less than 3:12. Porch roofs may have lower pitches but not less than 3:12. Consult local jurisdiction authorities for maximum building heights.

Roof material selection for homes in Montreux may include slate, synthetic slate, wood shingles, 5V crimp, standing seam metal, barrel-vaulted tile (unglazed tile only and as permitted on a case-by-case basis) or a high-quality architectural grade asphalt shingle approved by the ARC.

Roof penetrations (vent stacks, roof vents, etc.) must be painted to match the roof. They are not permitted on front roofs and must be located on surfaces least visible from the street or other public space. Skylights, where visible from adjoining property or amenities, will not be permitted. Solar panels, however, are permissible. The owner/builder must ensure the panels are not visible from the road; therefore, placement must be approved by the ARC.

Windows & Doors

Windows and doors should align vertically or be balanced in their composition. Front entries should be inviting. Doors must be of solid wood or approved metal and have a high level of detail at the trim and casing around the doorway. Front entry shall be minimum 8'-0" tall and 3'-0" wide and non-white in color; darker hues preferred. Side and rear doors shall be minimum 6'-8" tall and 3'-0" wide and non-white in color; darker hues preferred. Other entry door solutions will be reviewed on a case-by-case basis, but should relate in design to other fenestration patterns on the home. Two-story entrances are not permitted. Appropriate and approved exterior lighting is required at each entry way. Symmetry and/or balance to spacing and relationship of windows and doors are required.

Windows must be non-white in color (darker colors preferred); wood or aluminum clad exterior and approved by the ARC. Vinyl and vinyl clad windows may be approved by the ARC on a case-by-case basis. A high level of detail at trim and casing is required for the front and side elevation windows. For side windows, vertical brick soldiers above each window shall suffice for ARC approval. Stucco forms above windows, however, are prohibited.

Authentic muntins or simulated true divided panes are encouraged. Grill between glass windows are permissible, as approved by the ARC. Exterior grilles permanently applied to the window surface may be permitted. Picture windows, sliding or pivot windows will be considered when they are integrated with the overall patterns on the home. Window trim, heads and sills are to be richly detailed. All exterior window and door shutters are to be wood or wood composite; simple in their detailing and sized to fit the opening. Window vocabulary should be simplified so as to limit the use of "feature" windows. (Feature windows include, but are not limited to, isolated use of window shapes that do not relate to overall window fenestration or building composition.) Random placement of windows on side elevations will not be permitted. The use of window-installed air conditioner units will not be allowed. Notwithstanding, for model homes of approved builders, window-installed air conditioner units may be permitted on a temporary basis in a converted garage, so long as appropriate screening is provided as approved by the ARC. Once the respective model home is sold or the builder elects to no longer use the home as a model home, the window units must be removed prior to the transfer of the property to the new owner or within 5 business days after the builder abandons the home's use as a model.

Details

The use of wrought iron, gas lanterns, water tables, dark stained wood, patterning in brick, authentic muntins or simulated true divided lites in windows, oversized wood trim, and similar elements in a European theme are encouraged.

Essential Elements of the Home Setting

Tree Preservation

One of the primary goals of the guidelines for Montreux is to minimize the disturbance of the existing ecological systems and to preserve existing trees. Owners and builders may not remove any trees prior to final site plan approval by the ARC.

Survey & Topographic Requirements

The Owner and/or Builder will be required to provide a survey (the "Site Plan") to the ARC that indicates the following:

The proposed building footprint, utilities, easements, if any, patios and driveways boundaries (including critical lines, etc.) and applicable building setbacks

Protective Fencing Requirements

Existing trees and natural areas are regarded as an essential part of Montreux and must be preserved. Tree protection fencing will be required for all existing trees and natural areas shown to be preserved on the approved Site Plan. This fencing, as well as silt fencing to protect the street from storm water runoff, must meet the guidelines as spelled out in local ordinances and will be required to be installed prior to plans being submitted for ARC review and approval.

Home Sizes

Each lot shall have a minimum square footage of 3,400 heated sq. ft. for the main residence (exclusive of finished or unfinished basement construction, porches, decks, garages and any other unheated spaces). Approved one story residences, however, shall have a minimum square footage of 3,000 heated sq. ft. for the main residence (exclusive of finished or unfinished basement construction, porches, decks, garages and any other unheated spaces). Lot maximums shall be determined on appropriateness of scale, size and style of home and watershed restrictions. As such, this will be reviewed on a case by case basis. Where possible, home designs that incorporate a collection of separate structures are desirable.

Driveways

Location: Two curb cuts per lot will be permitted for circular drives; otherwise, one curb cut per lot will be permitted. Driveways may be no closer than 50 feet to right-of-way at street intersection; unless the ARC deems a hardship exists to allow for a case-by-case basis variance.

Material

Driveway materials must be concrete (plain or stamped) or brick pavers. All driveways must have a 15' deep apron of pavers, stone or stamped concrete measured from the curb of the street, as approved by the ARC.

Asphalt driveways will not be permitted. Please contact the City of Charlotte for appropriate encroachment permits.

Garages

Garages may be attached or detached from the home. Attached garages are required to be side or rear entry, unless the lot dimensions, topography or impervious limit prevent the ability to do so. Any necessary variances must be approved by the ARC. One of the garage bays, however, may face the street regardless of lot dimensions, if the other two bays are side or rear-entry. All garage doors must have a carriage style appearance and be wood, composite material or steel. Aluminum doors are not permitted.

Detached garages must be side or rear entry and should be located towards the rear corner of the lot; absent special circumstances as approved by the ARC. Montreux allows for the development of space over a detached garage for office and/or living areas.

Front Walks

Each home must have a front walk leading from porch entry to the street and/or driveway; unless the driveway approaches the front entry. Brick, stone, pavers or stamped concrete are preferred materials for the walk. Concrete alone will not be permissible. Concrete with approved decorative elements, such as inlaid brick, stamped concrete or pavers with approval from the ARC. Walks must be at least three feet wide, generally no more than four feet wide, but may widen to meet the front entry.

Mailboxes

Mailboxes must be installed according to US Postal Regulations. Only the mailbox type, size and color approved by the Montreux Homeowners Association may be used. Please contact a Montreux Representative for make and model. Driveway reflectors and markers (except for entry monument) are not permitted. Additional mailboxes are not permitted.

Signage

Any displayed signage must meet neighborhood quality standards as set forth and approved by the ARC.

The Review Process

The Concept

The review process for home design approval has been established in order to ensure the highest level of compliance to the architectural standards. In order to achieve this goal, it is required that each home be designed by a registered architect or derived from a design service plan that meets ARC requirements.

Essential Elements

Step 1: Standards and Submittals

Review the Design Standards and the Montreux Declaration of Covenants, Conditions and Restrictions to become familiar with the procedure, concept and restrictions for building in the neighborhood. The builder, designer, and owner are responsible for adhering to the requirements of these documents. All documents should be submitted to the ARC (see Appendix D for submittal address) with one set of plans labeled with the appropriate lot number containing all of the information in Step 4. All photographs and material images should be in .jpeg, .bmp. or .gif format on a CD.

Step 2: Site Plan and Landscape Plan

Retain your architect and, as applicable, your landscape architect to assist you in the preparation of your site plan, architectural plans and landscape plans.

Step 3: Survey

Obtain a survey of your home site, which should include:

1. Property lines with bearings and distances
2. All easements, setbacks, and buffer zones
3. Existing ditches, drainage ditches and drainage structures
4. Existing roads, utilities and other improvements
5. North arrow and scale

Step 4: Review by the ARC

The ARC will perform up to three final reviews of the same residence for the final review fee stated in Appendix D. The ARC requires the following information prior to review:

1. Final dimensioned site plan showing trees to be removed, location of house and any other structures, porches, driveway, walks, curb cuts and any other improvements
2. A clearing, grading and drainage plan produced by a landscape designer/ architect or engineer
3. Final landscape plan showing home, driveways, porches walks, etc tree protection, clearing limits and all landscape improvements including irrigation. Plant schedule is to indicate species, size and quantities of all plant material in conformance with the planting requirements outlined in the landscape standards
4. Final floor plans indicating all heated and unheated spaces
5. Impervious area calculation. This shall include all main level impervious areas, i.e.; home, drive, walks, patios, etc.
6. Final exterior elevations illustrating all sides; material identification; finish grades; overall height and roof pitches
7. Typical wall sections indicating materials and roof pitch of exterior wall, porch, fences and screens, etc.
8. Details of such items as window and door trim; column, rail, cornice; fascia, rake, soffit and frieze; and others needed to convey the design intent

9. Roof plan
10. Photographs of existing site conditions prior to clearing showing road surface; road shoulder; drainage ditch along entire portion of the lot abutting the street; entire width of lot and its trees/vegetation as viewed from street and as viewed from the approximate center of the lot facing the rear of the lot.
11. Photographs of all materials to be used in the construction of the home or manufacturer's website photos of same. Include paint colors
12. Completed Soil Erosion and Sedimentation Control Ordinance form
13. Any requests for variances in writing
14. Completed Final Design Review form
15. All required tree protection fencing and silt fencing must be installed on the lot after Approved review but prior to construction start. Please contact the ARC for review prior to plans being submitted for Final Review.

Step 5: City of Charlotte Approval

Submit plans to Mecklenburg County for approval and issuance of a building and grading permit. ARC approval is not to be construed as compliance with the requirements for Mecklenburg County. Any changes or revisions required by the County must also be resubmitted to the ARC for re-approval before submitting to the County for the issuance of a building permit.

Note: Prior to any land disturbing activities the land owner shall be required to submit for both a grading permit and an erosion control financial liability form for an erosion control permit. The grading permit and erosion permit shall be filed by the lot owner/builder with the City of Charlotte Land Development Department with all necessary forms and grading maps. The responsibilities of the lot owners shall be in relation to the following scenarios: 1) In subdivisions where mass grading occurs and all the erosion control measures are installed, the financial responsibility and the applicable portion of the approved plan is transferred from the developer to the homebuilder with lot sales; 2) in subdivisions where roads and infrastructure are to be built initially and lots are sold to individual homebuilders, the developer or the individual homebuilders must submit an amended plan or a new plan with the financial responsibility form prior to conducting any land disturbing activity on any lots.

Step 6: Construction

As soon as the foundation is complete, a foundation survey must be submitted to the ARC. The ARC is available to answer questions during the construction process.

Step 7: Inspections

Schedule a final inspection once the house is completed and the landscaping has been installed. The following items

1. A copy of the Certificate of Occupancy
2. A copy of a final as-built survey

Note: The ARC should inspect your home three times during construction for compliance with the ARC approved plans (house exterior, landscaping and site plan). Any items not in compliance with the ARC standards will have to be corrected in a time frame set forth by the ARC. Non compliance may result in fines levied.

Optional Preliminary Review: It is strongly encouraged that each lot owner request a preliminary review though it is not required. This option is especially designed for first time builders in Montreux. For submission for preliminary review, the following should be submitted in the same digital format outlined in Step 1:

1. A Site Plan of the house and driveway layout at 1/8" scale that includes all the information from the lot

survey

2. Schematic floor plans and at least four exterior elevations at either 1/8" or 1/4" scale that indicate the general style of the home, height above grade, overall height and square footage of the home
3. Any requests for variances in writing
4. Completed Preliminary Design Review form

Appendix A Minimum Plant Size

Minimum plant size at time of installation:

Plant Type	Size
Canopy Tree	Two at 6" caliper, the balance at 4" caliper (See required front yard planting requirements.)
Evergreen Tree	8 -10' height
Ornamental Tree	10'-12' height If the proposed home first floor height is six feet or greater above grade, all evergreen and ornamental trees are required to be 12' -14' in height.
Shrubs	50% at seven-gallon container or greater. The minimum size for shrubs shall be three-gallon container
Groundcover	One-gallon container

Appendix B Montreux Landscape Plant Palette

Large Deciduous Trees (Native):

Canopy:

Saccharum (Sugar maple) Acer barbatum (Southern Sugar maple) Acer rubrum (Red Maple) Carya species (Hickories) Carya illinoensis (Pecan) Nyssa Sylvania (Black gum) Quercus falcata (Southern Red Oak) Quercus virginiana (Live Oak) Quercus Alba (White Oak) Quercus phellos (Willow Oak) Quercus Shumardii (Shumard oak) Taxodium distichum (Bald Cypress)

Accent & Ornamental:

Betula nigra (River Birch) Magnolia virginiana (Sweetbay Magnolia)

Large Evergreen Trees (Native):

Canopy:

Quercus virginiana (Live Oak)

Accent & Ornamental:

Magnolia grandiflora (Southern Magnolia) Cypressocyparis leylandii (Leyland Cypress) Ilex opaca (American Holly) Juniperus virginiana (Virginia Red) Pinus taeda (Loblolly Pine) Pinus echinata (Short-leaf Pine) Pinus sylvestris (Scots Pine) Pinus glabra (Spruce pine)

Small Ornamental, Flowering & Fruiting Trees (Native):

Cornus Florida (Dogwood) Cercis Canadensis (Red bud)

Small Ornamental, Flowering & Fruiting Trees (Non-Native):

Lagerstroemia indica (Crape Myrtle) Magnolia stellata (Star Magnolia) Magnolia soulangeana (Saucer Magnolia) Malus species (Crabapples) Prunus specie (Plums & Cherries) Pyrus calleryana Bradford (Bradford pear) Stewartia pseudo-camellia (Stewartia) Styrax species (Snowball)

Evergreen Shrubs (Native):

Ilex species (Hollies) Myrica cerifera (Wax-Myrtle)

Evergreen Shrubs (Non-native):

Camellia japonica (Japanese Camellia) Camellia sasanqua (Sasanqua Camellia) Rhododendron species (Azaleas) Pieris japonica (Japanese andromeda) Buxus species (Boxwoods) Raphiolepis umbellata (Yeddo Hawthorn) Nerium oleander (Oleander) Osmanthus species (Osmanthus) Skimmia species Ilex species (Chinese and Japanese hollies) Ligustrum japonicum (Japanese privet) Pittosporum species (Pittosporum) Cupressocyparis leylandii (Leyland cypress) Ternstroemia japonica (Cleyera) Raphiolepis indica (Indian hawthorn) Sarcococca species (Sweet Box) Podocarpus macrophylla (Japanese Yew) Callistemon species (Bottlebrush) Leucothoe axillaries (Coastal Leucothoe) Jasminum floridum (Flowering Jasmine) Loropetalum chinense (Loropetalum)

Deciduous Shrubs (Native):

Rhododendron species (Azalea) Callicarpa Americana (Beautyberry) Vaccinium species (Blueberry) Cephalanthus occidentalis (Buttonbush) Sambucus canadensis (Elderberry) Fothergilla gardenii (Fothergilla) Spirea tomentosa (Hardhack) Euonymus americanus (Heart's-A-Bustin) Salix discolor (Pussy Willow) Aronia arbutifolia (Red Chokeberry) Styrax Americana (Snowbell) Lindera benzoin (Spicebush) Cornus amomum (Silky Dogwood) Rosa palustris (Swamp Rose) Clethra alnifolia (Sweet Pepperbush) Viburnum species (Viburnum) Ilex verticallata (Winterberry) Zenobia pulverulanta (Zenobia)

Deciduous Flowering & Fruiting Shrubs (Non-native):

Buddleia davidii (Butterfly Bush) Chaenomeles species (Quince) Cotoneaster species (Cotoneaster) Forsythia intermedia (Yellow Bells) Fothergilla species Philadelphus coronarius (Sweet Mock Orange) Viburnum species (Viburnums) Hydrangea species (Hydrangeas) Pireas species (Spireas)

Groundcovers:

Ajuga reptans (Bugleweed) Hedera species (Ivy) Various Ferns Juniperus species (Junipers) Liriope species (Lily-Turf) Pachysandra procumbrens (Pachysandra/Allegheny Spurge) Ophiopogon japonicus (Mondo-Grass) Trachelospermum asiaticum (Asiatic jasmine) Vinca minor (Common Periwinkle) Vinca major (Large Periwinkle) Various native grasses Gelsimium sempervirens (Carolina Jessamine) Parthenocissus quinquefolia (Virginia Creeper) Bignonia capreolata (Cross Vine)

Appendix C Site Preparation

It is important to keep Montreux "presentable" during construction. To help ensure this, the owner must implement the following precautions prior to the start of construction: **Commercial Fencing:** Before beginning construction, reinforced wire silt fence must be placed, across the entire width of the lot on all sides and across the street in front of the home site to prevent the parking of vehicles on the road shoulders. This fencing must be maintained throughout the construction period and removed at the time of the Road Bond Inspection. **Construction Entrance:** The property owner is responsible for placing and maintaining a stone driveway to Charlotte Mecklenburg Land Development Standards for a stabilized construction entrance and or to sufficient length and design to control offsite tracking of erosion and sedimentation deposits. It is also encouraged to create stone parking areas within the subject lot. No materials of any nature are to be unloaded or stored in the road or road right-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks. **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the Reviewer prior to their use. Storage structures may not be used as living or office quarters. **Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. At the end of each work day all construction materials must be stored neatly and trash placed in the dumpster. Fabricated wood or wire bins will not be permitted. **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed inside the home site. Failure to adhere to any of the requirements in this Planning Guide may result in substantial fines and penalties levied by the ARC and/or Montreux HOA; as appropriate.

Thank you for your cooperation

Montreux ARC

Appendix D
Montreux Design Review and Construction Fees

Design review fee and road bond are required to be paid at the time documents are submitted to the ARC for review: One set of drawings and all digital review documents shall be sent to: 130 Ben Casey Drive, Suite 100, Fort Mill, SC 29708 Attention: Montreux ARC

Architectural Review Fee

Please confirm current Architectural Review Fee with the ARC and make checks payable to: Montreux Homeowners Association, Inc. A review will not be accepted if the check is not received at the time of submittal.

Road, Sidewalk and Light Bond

\$2,500 made payable to the Montreux Homeowners Association, Inc. This bond is required to cover any potential damage to community property during site construction; however it is a refundable bond. Upon completion of construction and final inspection by the ARC, if no damage has occurred the bond will be refunded; without interest. If a lot owner has multiple lots under construction, the bond shall not exceed \$7,500 at any time.

New Residence Optional Preliminary review

\$TBD

New Residence Required Final review

\$TBD

Additions or Major Alterations

TBD

Other Additions or Supplemental Applications

Garages:	TBD
Pools or Spas:	TBD
Walkways:	TBD
Patios or Porches:	TBD
Fences or Walls:	TBD
Other:	TBD

This Fee schedule is subject to change. Deposits for Additions and Major Alterations will be determined on a case by case basis by the ARC.

MONTREUX PRELIMINARY DESIGN REVIEW CHECKLIST

Please submit the following for Preliminary Design Review

- Site Plan of house and driveway that includes all the information from the lot survey
- Schematic floor plans and at least four elevations that indicate the general style of the home
- Height above grade, overall height and square footage of the home
- Any requests for variances in writing
- Completed Preliminary Design Review Form
- Check payable to Montreux Homeowners Association, Inc. in the amount of \$TBD (Preliminary Review Fee)

Montreux Final Design Checklist

Please submit the following for Final Design Review:

- Final Dimensioned Site Plan showing existing trees, location of house and any other structures, patios, porches, driveway, walks, and any other improvements
 - A Clearing, Grading and Drainage plan produced by a landscape architect/designer or engineer
 - Final Landscape Plan showing tree protection, clearing limits and all landscape
- Note**** A final landscape plan is acceptable up to thirty (30) days before installation. All landscaping must be approved by the ARC
- Improvements including irrigation. Plant schedule is to indicate species, size and quantities of all plant material in conformance with the planting requirements outlined in the landscape standards
 - Final Floor Plans indicating all heated and unheated spaces including garages, patios, porches, gazebos and other outbuildings; total enclosed heating and air conditioned space by floor; finish floor elevations; and a foundation plan
 - Final Exterior Elevations illustrating all sides; material identification; finish grades; overall height and roof pitches
 - Typical Wall Sections indicating materials and roof pitch of exterior wall, porch, fences and screens, etc.
 - Details of such items as window and door trim; column, rail cornice; fascia, rake, soffit and frieze; and others needed to convey the design intent
 - Roof Plan
 - Samples of all materials and colors to be used on the home or picture of each.
 - Photographs of existing site conditions prior to clearing showing road surface; road shoulder; drainage ditch along entire portion of the lot abutting the street; entire width of lot and its trees/vegetation as viewed from street and as viewed from the approximate center of the lot facing the rear of the lot.
 - Photographs of all materials to be used in construction or manufacturer's website photos of same
 - Completed Soil Erosion and Sedimentation Control Ordinance form
 - Any requests for variances in writing
 - Completed Final Design Review form
 - All required tree protection, fencing, construction entrance and erosion control measures must be installed on the lot after approved review but prior to construction start. Please contact the Montreux HOA for review prior to plans being submitted for Final Review.
 - \$TBD check payable to Montreux Homeowners Association, Inc. (Architectural Review Fee)
 - \$2,500 check payable to Montreux Homeowners Association, Inc. (Road-Sidewalk Bond)

Disclaimers

- Failure to comply with this Planning Guide may result in substantial fines/penalties from the Montreux HOA and/or ARC, as appropriate
- This Montreux Residential Planning Guide is subject to change



Mecklenburg County Soil Erosion and Sedimentation Control Ordinance

Financial Responsibility/Ownership Form

No person shall initiate any land-disturbing activity covered by Section 6 of the Mecklenburg County, Mint Hill or Davidson Sedimentation and Erosion Control Ordinances prior to completing and filing this form with Mecklenburg County Land Use and Environmental Services. The financially responsible party will be on record as the party to accept any Notices of Violation or related documents for any non-compliance with the above Ordinances. If the financially responsible party is out of State, a North Carolina agent must be assigned.

Please Type or Print

PART A

1. Project where land-disturbing activity is to be undertaken: _____

2. Address of land-disturbing activity: _____

3. Approximate date land-disturbing activity will commence: _____
Month Day Year

4. Purpose of development (Residential, Commercial, Industrial, etc.): _____

5. Approximate acreage of land to be disturbed or uncovered: _____

6. Total site acreage: _____

7. Landowners of record (use blank pages to list additional owners as necessary):

Owner #1 Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Owner #2 Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

8. Indicate Book and Page where the deed or instrument is filed (use blank pages to list additional deeds or instruments as necessary):

Book _____ Page _____ Book _____ Page _____

Book _____ Page _____ Book _____ Page _____

PART B

1. Person(s) or firm(s) financially responsible for this land-disturbing activity:

Person or Firm: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

2. North Carolina agent for the person or firm who is financially responsible:

Person or Firm: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

3. The above information is true and correct to the best of my knowledge and belief and was provided by me while under oath. (This form must be signed by the financially responsible person if an individual or by an officer, director, partner, attorney-in-fact, or other person with authority to execute instruments for the financially responsible company or entity, if not an individual.)

Printed Name Title

Signature Date

I, _____, a Notary Public of the County of _____, State of _____, hereby certify that _____ personally appeared before me this day and under oath acknowledged that this form was executed by him/her.

Witness my hand and notarial seal, this _____ day of _____, 20_____.

Notary Signature: _____

My Commission expires: _____

Mecklenburg County Land Use and Environmental Services
700 N. Tryon Street Suite 205
Charlotte, NC 28202-2236
(704) 336-5500
FAX (704) 336-4391