

Design Services Program

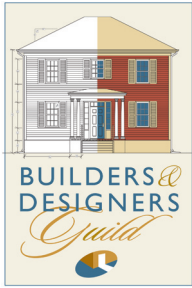
PROGRAM OVERVIEW

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.



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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) or by reference to the **House Plans Library** publication.

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