

I. PROCEDURES

Prior to the commencement of any rezoning request, plan of development submittal or site improvements such as construction or alteration of building materials, colors or any exterior visual change, exterior enclosure, paving, grading, drainage or any other permanent improvements on any site, the owner, lessee or occupant of any site shall first submit Plans and Specifications for such improvements to the Innsbrook ARC for its written approval and approval by the County of Henrico. Submit (4) copies of the package in accordance with the rezoning requirements of Henrico County. At that time an application fee, to be determined by the Innsbrook ARC, will be required from the Applicant.

II. REVIEW OF SUBMITTAL

Four (4) complete sets of plans shall be submitted for each review. One (1) set shall be retained for the Innsbrook ARC's files.

Plans shall be submitted to the Innsbrook ARC at the following stages of planning and design:

- Rezoning Package
- Schematic Design Review
- Construction Document Review

The developer shall obtain approval of the Innsbrook ARC before submitting them to the County of Henrico.

A. When rezoning, the following items shall be submitted.

1. Submit (4) copies of the package in accordance with the rezoning requirements of Henrico County.

B. At Schematic/Preliminary/P.O.D. Review, the following items shall be submitted:

1. Site Plan - (Scale: 1" = 50'-0" minimum)
 - a. Site design and site coverage ratio: Building, paving and greenspace.
 - b. Building location, overall dimensions, height, finish floor elevations.
 - c. Setback lines.
 - d. Site signage location.
 - e. Grades, existing and proposed.
 - f. Connections to existing utility lines.
 - g. Proposed overall water and sewer layout.
 - h. Site drainage.

- i. Landscaping: existing trees and vegetation to remain and the proposed landscape planting concept. Define seed and sod limits.
- j. Identify irrigation.
- k. Amount and location of employee and guest parking.
- l. Location of trash collection area or dumpsters including screen walls for loading area.
- m. Location of walks and drives.
- n. Site lighting.
- o. Site signage locations.

2. Building Design - (Scale: 1/16" = 1'-0" minimum)

- a. Floor plans.
- b. Elevations of all building sides, in color and with material/color samples. Elevations shall show all roof top units drawn to scale with appropriate screening.
- c. Perspective rendering desirable (but not required).
- d. Building materials specification list.
- e. Preliminary review shall be concerned with building materials, colors of finishes, architectural treatment, rooflines and location size and screening of exterior mechanical equipment roof top equipment.
- f. Building mounted signs.
- g. Specifications.

C. At Construction Document Review, the Following Items Shall be Submitted

1. Approval of architectural, engineering and landscape architectural working drawings and specifications shall be obtained from the Innsbrook ARC prior to commencement of any construction.
2. Site Design - Scale: 1" = 50'-0" minimum.
 - a. Site Plan and Related Details.
 - b. Erosion Control Plan.
 - c. Building location, overall dimensions, height, finish floor elevations.
 - d. Setback lines.
 - e. Site circulation.
 - f. Site signage location.
 - g. Grades, existing and proposed.

- h. Connections to existing utility lines.
 - i. Screen wall for loading areas.
 - j. Site drainage.
 - k. Existing vegetation to be removed and to remain.
 - l. Amount and location of employee and guest parking.
 - m. Location of trash collection area.
 - n. Location of walks and drives.
 - o. Site coverage ratio.
3. Landscape Planting Plan: Minimum Scale: 1"= 50'. Innsbrook Urban Mixed Use District requires that these drawings be prepared by a certified or registered landscape architect with the following issues addressed on the drawings:
- a. Planting lists including location, species, and sizes of proposed trees, shrubs, ground covers and flowers.
 - b. Extent of sodding and seeding.
 - c. Extent of clearing.
 - d. Existing trees and wooded areas to be removed and to remain.
 - e. Areas to be irrigated (the entire site shall be irrigated).
 - f. Location of trash collection area, backflow preventor or wells and irrigation control panel.
 - g. Proposed building footprint, proposed walks, steps, and retaining walls.
 - h. Building entrances and plazas with materials identified.
 - i. Location of exterior site signage.
 - j. Site lighting.
 - k. Landscape cost estimates.
 - l. Zoning of adjoining land.
 - m. Landscape Architect's seal.
4. Building design submittal of all exterior building materials shall be in accordance with the specifications and contract drawings.
- a. Floor Plans. (min. 1/16" = 1'- 0")
 - b. Elevations of all sides of building and exterior material sample board. (min. 1/16" = 1'- 0")
 - c. Colored elevation indicating all exterior materials. Perspective colored rendering preferred but not required.
 - d. Location and screening of root top mechanical units.
 - e. Structural Plans.
 - f. Mechanical Plans.
 - g. Electrical Plans.
 - h. Plumbing Plans.
 - i. Section and Details.
 - j. Specifications
 - k. Building Signage.

III. BASIS OF APPROVAL

1. Review and approval by the Innsbrook ARC will be based on standards set forth in the Innsbrook UMUD Urban Design Guidelines. Plans will be reviewed not only for the quality of the specific proposal, but also the project's effect and impact on its neighbors and on the general park character. Evaluation will be made of spatial relations among and between buildings and other surrounding elements. Careful concern will be given to location and treatment of utility and service facilities with the intent of minimizing detrimental visual and environmental impact.
2. If plans and specifications are not sufficiently complete or are otherwise inadequate, the Innsbrook ARC may reject them as being inadequate or may approve or disapprove part, conditionally or unconditionally, and reject the balance. Approval of design will be good for a one (1) year period after which time, if construction has not started, the building developer will be required to resubmit.

IV. DESIGN REVIEW COMMITTEE

1. The Innsbrook ARC has been established by the Innsbrook Owners Association as described in a set of recorded, amended and restated Innsbrook Covenants.
2. When questions of judgement or interpretation arise, the decision of the Innsbrook ARC is final and binding to all parties.
3. Any revisions, additions, or alterations to any portion of approved plans shall be subject to follow up review and approval.

V. PUBLIC APPROVAL

1. All pertinent requirements of public agencies shall be

followed in the development of this property, and all plans must be approved by the County of Henrico.

2. Each buyer must verify code requirements at the time of purchase and development. Although based on local zoning and subdivision regulations, Innsbrook Urban Mixed Use Design Guidelines may be more restrictive in land use, site development standards, landscape requirements, or in other matters. In every case in which this criteria is at variance with public agency requirements, the more restrictive regulations shall govern.