

Architectural Design Guidelines

For

PRESCOTT REGIONAL AIRPARK  
AND COMMERCE CENTER

JULY 2006,

as amended February 2016

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# **ARCHITECTURAL DESIGN GUIDELINES**

## **FOR**

### **PRESCOTT REGIONAL AIRPARK AND COMMERCE CENTER**

**JULY 2006,**

**as amended February 2016**

## **OVERVIEW OF THE GUIDELINES AND PROCESS**

The Architectural guidelines for the Prescott Regional Airpark and Commerce Center are designed to help create a development that protects the investment of the lot Owner. This is an industrial development. The vision of the developer is to allow industrial Owners to operate their businesses without the burden of unnecessarily stringent guidelines. However, the developer also wants the setting to be clean and professional so that any potential Owner or leasee would be proud to locate their business in our Commerce Center.

Before reviewing the design guidelines, you should first read the CC&R's for the Airpark and Commerce Center. You will want to pay particular attention to articles 3 and 4. These articles establish the authority of the Architectural Committee (AC) and outline several building guidelines that are key elements in creating an attractive and professional development.

Any buildings and improvements are also subject to review and permitting by the City of Prescott and review by the Federal Aviation Administration because of the development's proximity to the airport. Frequently the City of Prescott zoning and design requirements will be the standard of construction. You will, however, notice specific requirements particularly for metal buildings and walls in the CC&R's and these Guidelines. The most stringent of our design requirements and those of the City will be the standard. Once again, these guidelines are not meant to be punitive. They have been created to uphold quality, eliminate sub-standard practices and develop a Commerce Center that is a source of pride for all Property Owners.

As you work with your planners and consultants, it is important that they become familiar with the City of Prescott's general development plan, land development code and airport specific plan. You should also refer to our development agreement with the City.

Before submitting your plans to the City for approval, you must submit your plans to:  
Prescott Regional Airpark and Commerce Center - Architectural Committee

%J.B. Jordan

320 South Cortez

Prescott, AZ 86303

The time frame for response to your requests is outlined in the CC&R's. All questions or inquiries should also be directed to Mr. Jordan. Any Owner desiring approval of the AC for the construction, installation, addition, alteration, repair, change or replacement of any improvement or any other work which requires the prior written approval of the AC shall submit to the AC a written request for approval specifying in detail the nature and extent of the construction, installation, addition, alteration, repair, change or other work which the Owner desires to perform. The request for approval must be accompanied by plans or specifications showing the nature, kind, color, shape, height, materials and location of the Improvements and such other as may be required by the Design Guidelines. Any Owner requesting the approval of the AC shall also submit to the AC any additional information, plans and specifications that the AC may request.

## **SITE PLANNING**

Specified landscape materials, exterior building material choices, business entrances and appropriate vehicular and pedestrian movement should create a professional and well-organized sense of welcome. All lots have been preliminarily graded and prepared for construction. Changes to the topographic character and natural features of the development need to be carefully considered when designing a building to fit the site.

### **Site Plan**

Site plans shall include all development that is contemplated including any buildings or improvements planned for the future. Parking spaces for all occupants and their visitors shall be provided on site and parking requirements will follow City of Prescott zoning guidelines.

### **Building Height**

Buildings may not exceed a height of 50 feet. All building heights are subject to City of Prescott zoning and approval as well as review by the Federal Aviation Administration for appropriateness. Building heights are calculated as the difference between the elevation of any major ridgelines and the existing grade directly below that point. Buildings of all heights, especially of 30 feet or more, will be review for articulation and shall contain architectural embellishments and detailing such as textural changes, pilasters, offsets, recesses, window fenestration and overhead canopies.

### **Ancillary Structures**

Ancillary structures must utilize the design elements of the main structure. Site walls and landscaping can be used to create a strong visual connection to the main building.

### **Parking Shade Structures**

Parking shade and canopy structures should be an integral design element and, preferably, reflect the architecture of the primary buildings. These structures should at least have a

cantilever look if they cannot maintain the primary design look. They should have minimal visual impact to the public streetscape.

### **Solar Applications**

Due to the proximity to the airport, designers need to be mindful of reflective nature of solar installations. Solar energy equipment shall have the appearance of a skylight (installed flat to the roof surface). It will be trimmed consistent with the exterior of the building. Solar panels shall be made of non-reflective material.

### **Rain Gutters and Downspouts**

Rain gutters, downspouts and canals are recommended and must be integrated in the architectural design.

### **Drainage**

It is important to note that there is master planned drainage for this development (maps are available). The master planned elements should be reviewed before any lot re-engineering is planned. Property Owners are responsible for maintaining the pre-designed points of water flow entry and exit from the lot. The characteristics of the water flow (i.e. sheet flow, concentrated flow) are also to be maintained. Piped downspouts can be piped to an appropriate drainage or detention area. They can also daylight at an appropriate distance from the building to allow the water flow to disperse on the ground surface.

### **Flagpoles**

Freestanding flagpoles are allowed; however, they must be in scale with the building. The size and location of the flagpoles must be approved by the AC and, if appropriate, the City and F.A.A.

### **Signs**

Signs and signage will follow the City of Prescott guidelines and will require the approval of the AC and the F.A.A.

### **Utilities and Communication Devices**

The Commerce Center will be free of overhead power, telephone lines and utility poles. All ground or roof-mounted utility and communication equipment shall be screened from primary view areas such as streets. No ground or roof-mounted antennae or device for transmission or reception of any signals, including but not limited to, telephone, television, radio or leasing of cell site integration, shall be permitted unless specific written approval is granted by the AC and the F.A.A. has reviewed the plans.

When such devices are permitted by the AC, they must be screened in a manner compatible with the projects overall architectural design. Utility cabinets and transformers are to be located in areas where they can be screened with planting and/or landscaping berms or an enclosure when feasible. Fire risers, exterior components of plumbing, processing, heating, cooling and ventilation systems, and similar device should also be screened.

**Screen Walls**

Screen walls are required around all refuse containers, storage yards, loading areas and service areas of the development so that they are not visible from anywhere offsite. The minimum height for screen walls is 6'-0" and the maximum height is 8'-0" above finished grade. Screen walls must be constructed of integrally colored split face or smooth block, colored fence block or 80% opaque custom designed laser cut steel panels. Eight inch integrally colored concrete masonry walls 6'-0" above finish grade is required around refuse containers per the City of Prescott requirements.

Gates for ingress and egress for storage yards, loading areas and service areas will have metal or wrought iron superstructures and will be 80% opaque so they screen areas as well. There will be no chain link, cedar or redwood allowed as part of the gates unless the wood is decorative (e.g. wood slats or a metal or wrought iron superstructure).

**Fencing**

Fencing is allowed on the property where approved by the AC. Fencing can be any screen wall materials described above or wrought iron fencing not to exceed 8'-0" above finish grade. No other fencing such as chain link, field fence, barbed wire, etc., is allowed.

**Outside Storage Yards**

Outside storage yards will be allowed on all lots except 17, 18, 19, 20, 21, 22, and 23. Outside storage yards are to be screened per allowable screen walls and gates noted herein. All outdoor storage yards, as well as loading areas and service areas, must be reviewed and approved by the AC.

**Mailboxes**

Mailboxes will be U.S. Postmaster approved and will have compatible elements and colors of the approved building.

**Refuse collection, Storage, Service and Loading Areas**

Storage, service, outdoors refuse containers or collection areas are not permitted between a street and the front of the building. If loading areas on the front side of a building are allowed, they will be subject to rigid screening requirements as described above.

AH outdoor enclosures shall be made of durable, non-combustible materials. All finishes and colors must be complementary to the adjacent main building.

Screening shall be provided so that all exterior components of plumbing, processing, heating, cooling and ventilation systems, including air conditioning units, are not directly visible within the lot, adjacent lots, or from adjoining interior streets.

Ductwork for mechanical equipment shall not be located on the roof. Mechanical equipment placed on the roof shall be screened either by parapet walls or roof mounted screening devices. Mechanical equipment shall be of a complementary color to the building or roof or be located

on the ground or within the building.

### **Grading and Site Improvements**

Landform is an important design element to the Commerce Center. Each lot should include aesthetic, as well as functional, landforms for landscape areas, street frontages and detention areas. All grading should be of a natural form with smooth, flowing lines. Steep slopes should be avoided. Existing steep slopes should be covered with seed or rip-rap. If utilized, steep slope areas may require retaining walls to reduce the gradient so that it will support plant growth and reduce potential erosion.

### **Site Maintenance**

All parking and service areas, walls, fences, curbs, landscaping and other structures shall be well maintained in a clean, neat and attractive condition at all times at the Owner's sole cost and expense. Materials must be repaired when they become worn or damaged, discolored, weather beaten or otherwise unsightly due to disrepair. Repairs shall be made in a timely manner and, once begun, shall not be interrupted for an extended period of time.

## **ARCHITECTURAL DESIGN**

The objective of the Prescott Regional Airpark and Commerce Center is to create a distinctive personality that establishes the development as a quality business environment. Each Owner is encouraged to use inviting entrances, facades, outdoor areas for the public (shaded) and other features to enhance the comfort of visitors. Multiple buildings on the same site should borrow and incorporate architectural styles, forms, materials, features, colors and compatible elements from buildings on the same site. These should include continuation of distinctive rooflines, covered walkway alignments, consistent detailing of finish, accent features on all visible sides of structures, compatible shapes, material, wall and landscaping treatment.

The extensive use of the following architectural treatments and details are strongly discouraged and should be limited in their proposed application:

- Colored plastic or fiberglass
- Shiny metal details or reflective materials
- Un-textured concrete
- Un-finished block and steel panels

### **Building Mass**

Large, continuous, unbroken, horizontal wall planes are to be avoided. Elements shall incorporate a scale that gives the walls a desired style that is in harmony with these guidelines and neighboring structures.

### **Roof Forms**

Roof forms shall be limited to gable, flat with parapet, single slope (must have parapet) or shed. Roofs shall not descend closer than 7 feet from grade. Hip and barrel roof features may be allowed in keeping with the overall architectural style of a building. Roof and porch pitches will be dictated by architectural design.

Roof materials are an integral part of the design statement for the Commerce Center. They should complement the exterior color of the building. The following materials are allowed:

- Through-color concrete tile in approved colors
- Metal standing seam in approved colors or rusted corrugated metal and Gavelume metal roof panels only when they are not visible from streets or neighboring lots
- Asphalt, 30 year, architectural shingles
- Painted or colored corrugated metal

### **Exterior Walls**

Walls will serve numerous functions including site security, separation of functions, and screening of unsightly activities. Their design will be coordinated with the intended purpose and the design of the building and improvements.

Exterior wall surfaces can be concrete, stucco, masonry or stone. Wood, smooth texture cement siding and glass block may be allowed where used in architectural features and approved by the AC. Where natural or cultured stone is used on exterior wall surfaces, the stone must cover full features or wainscoting. All stone is to be reviewed and approved by the AC to reduce or eliminate a pre-manufactured appearance.

The use of specialty block, such as single-score, split-faced or sandblasted concrete block and rammed or cast earth is allowed. Any regular CMU block used on walls facing the street must be stucco finished or veneered.

The following exterior wall materials are specifically prohibited:

- Vinyl
- Plastic
- Wood sheet siding
- Reflective surfaces
- Spanish lace or other "rough" stucco finishes

The following exterior wall features are specifically prohibited:

- Ornamental iron columns
- Grills or lattice
- Wood shingles or shingled wall surfaces
- Window boxes
- Gingerbread decorations
- Other materials not consistent with the Commerce Center's design philosophy



**Landscaping**

City of Prescott guidelines will be the standard for landscaping. Owners are encouraged to use low water use plants; however they may be able to add higher water use plants as well. Please refer to Appendix B and C for further guidelines.

## **Appendix A**

### **Guidelines for Architectural Review**

#### **Processing Guidelines for Architectural Review**

This generalized summary of project processing is to provide Owners or occupants of PRACC with an understanding of procedures, and approximate time requirements necessary to secure approval before beginning construction. Each Owners or occupant needs to keep in mind that requirements and time frames may vary from project to project.

#### **Architectural Review Requirement**

The architectural review process is required for all new construction, additions and modifications to existing properties including but not limited to:

- Detached structures
- Additions to any existing structure
- Patios, porches, decks, pergolas or other outdoor spaces
- Windows and doors
- Site walls and fences
- Exterior finishes such as wall materials or roofing
- Exterior colors
- Landscaping
- Signage

#### **Schematic Design Review (Optional)**

The Owners and architect/designer are invited to submit designs for review by the AC. This review allows the architect/designer to confirm general compliance with the intent of the Guidelines and to clarify any questions regarding the design approach or the review process

#### **Preliminary Design Submittal**

The preliminary design submittal ensures conformance with the Guidelines prior to finalizing the design.

Submit two sets of the following scaled drawings along with the Preliminary Design Review Application and the submittal fee.

#### **Site Plan**

- Property lines
- Topography, natural and finish grades, minimum two foot contours
- Driveway, parking lot

- Building structures, fences, walls and sidewalks
- Finish floor elevations in relation to the topographic grades
- Streets adjacent to the property
- Setbacks
- General grading and drainage information
- Minimum scale 1" = 20"

#### **Floor Plan**

- Walls, openings and other features
- Square footage of all areas

#### **Elevations**

- All exterior elevations of all buildings
- All finish materials and colors
- Natural and finish grades
- Roof slopes
- Elevation of ridgelines

#### **Building Sections**

- Provide two building sections
- Natural and finish grades
- Height to structures
- Maximum allowable height above grade

The AC shall, within 30 days of receipt of all necessary materials, issue a letter indicating approval or disapproval and any modifications required. One set of the submitted drawings will be returned.

#### **Final Plan Submittal**

After approval of the preliminary submittal is obtained, submit two sets of the listed drawings and one set of material samples along with the *Final Design Review Application*.

#### **Construction Documents**

- Complete construction documents including site plan, floor plan, foundation plan, framing plan, building sections, elevations, electrical layout and specifications
- Specifications of fencing
- All utility and meter locations
- Show mechanical units, including air handlers and condensing units
- Finish floor elevations of all structures
- Square footage of all areas
- Incorporate all adjustment required by the Preliminary Design Submittal

### **Material Selections**

- Roofing material sample
- Stone and /or masonry sample
- Paint color sample
- Stain color sample

### **Landscape plan**

- List of plant materials
- Site plan (scale not less than 1/8" = 1'0") detailing structure placement, easements, property entrances and street orientations. Also included shall be hardscaping design and placement
- Detail irrigation systems and water drainage plans
- Indicate areas where landscape rock will be used

### **Construction**

Construction may begin upon Owner's receipt of the approval letter from the AC and approval of and permitting by the City of Prescott and the Federal Aviation Administration (FAA). Construction must conform to the final submitted plans, materials and colors approved by AC. Any changes considered after approval as well as changes required by the City of Prescott or other governing authorities must be submitted to the AC for review prior to commencing work.

### **Final Inspection**

All construction must conform to the approved final submittal plans. When construction is complete, submit the Final Inspection Application to the AC. Within 30 days, a representative of the committee will visit the site and review the completed building, addition or modification. If the completed construction conforms to the approved plans and the guidelines, the AC will issue a letter within twenty -one days indicating final inspection approval.

If the AC determines that the building, addition or modification does not conform to the approved final submittal plans and the guidelines then the AC will issue a letter within twenty- one days indicating the reason for non-compliance and require the Owner to remedy the non-complying work. Failure by the AC to issue a letter in a timely manner does not imply acceptance of non-complying work nor excuse the Owner from remedying the non-complying work.

The Owner shall have 30 days from the date of notification to remedy the non-complying work. If the Owner fails to remedy the non-complying work within 30 days, the Declaring or the Association may take appropriate enforcement action. No building may be occupied until the AC issues final approval.

## Appendix B

### Landscape Materials

Prescott Regional Airpark and Commerce Center endorses the use of low water plants that may be used in many combinations to enhance the exterior of the buildings. These are names of low water plants and their Latin names also to help with identification and purchase when designing the landscape.

#### Common Name

#### Latin Name

#### Trees-Evergreen

Deodar Cedar

*Pinus deodara*

Pinion Pine

*Pinus edulis*

#### Trees-Deciduous

Aspen

*Populus tremula*

Arizona Ash

*Fraxinus velutina*

Raywood Ash

*Fraxinus augustifolia*

Raywood

Arizona Walnut

*Juglans major*

European White Birch

*Betula pendula*

#### Vines

Japanese Honeysuckle

*Lonicera japonica*

Virginia Creeper

*Parthenocissus quinquefolia*

#### Native Shrubs

Cliff Rose

*Cowania mexicana*

Manzanita

*Arctostaphylos densiflora*

Mountain Mahogany

*Cercocarpus species*

#### Succulents/Other

Agave

*Agave species*

Autumn Joy Sedum

*Sedum 'Autumn Joy'*

Beargrass Yucca

*Nolina microparva*

Desert Spoon

*Dasyliion wheeleri*

Perry's Century Plant

*Agava Parryi*

Red-Hot Poker

*Kniphofia uvaria*

Red/Yellow Yucca  
Yucca (various)

Hesperaloe parviflora  
Yucca

### Shrubs-Deciduous

Blue Mist Shrub  
Bush Sage  
Butterfly Bush  
Hardy Dwarf Broom  
Japanese Barberry  
New Mexico Privet  
Potentilla  
Powis Castle Artemesia  
Russian Sage  
Santolina

Caryopteris x clandonensis  
Salvia greggii  
Buddleia davidii  
Genista Lydia  
Berberis thunbergii  
Forestia neomexicana  
Potentilla fruticosa  
Artemesia 'Powis Castle'  
Perovskia atriplicifolia  
Santolina chamaecyparissus  
Santolina rosmarinifolia

### Shrubs-Evergreen

Cotoneaster  
Juniper

Cotoneaster dammerii  
Junipers x media  
Juniperis horizontalis  
Mahonia fremontii  
Rosemary officinalis

Mahonia  
Rosemary

### Turn Grasses

Blue Grama  
Buffalo Grass

Boutelous gracilla  
Buchloe dactyloies

### Turn Grasses

Blue Avena Grass  
Blue Fescue Grass  
Deer Grass  
Feather Reed Grass

Helictotrichon sempervirens  
Festuca glauca  
Muhlenbergia rigens  
Calamagrostis 'Karl'  
Foerster  
Sorgastrum nutans  
Nassella tenuissimum  
Miscanthus sinensis  
Gracillimus  
Morning Light, November  
Sunset, Strictus, and Zebrinus

Indian Grass  
Mexican Feather Grass  
Miscanthus Grass

Muhly Grass  
Silver Bluestem

Muhlenbergia capillaries  
Andropogon saccharoides

**Groundcovers**

Grow-Low Sumac  
 Hardy Manzanita  
 Lamb's Ear  
 Sedum  
 Silver Brocade Sage  
 Snow-In Summer  
 Verbena  
 Veronica  
 Woolly Thyme

Rhus aromatica  
 Arctostaphylos  
 Stachys lanata  
 Sedum species  
 Artemisia stelleriana  
 Cerastium tomentosum  
 Verbena Canadensis  
 Veronica rupestris  
 Thymus langinosus

**Flowering Perennials**

Allysium "Basket of Gold"  
 Blanket Flower  
 Black-Eyes Susan  
 Blue Catamint  
 Blue Flax  
 Coneflower  
 Guara  
 Goldenrod  
 Jupiter's Beard  
 Lavender  
 Mexican Hat  
 Penstemon  
 Prairie Zinnia  
 Soapwart  
 Veronica  
 Wild Four O' Clock

Allysium saxatile  
 Gallardia grandiflora  
 Rudbeckia fulgida  
 Nepeta x faassenii  
 Linum perenne  
 Echinacea purpurea  
 Guara lindheimeri  
 Solidago rugosa  
 Centranthus ruber  
 Lavendula species  
 Ratibida columnifera  
 Penstemon species  
 Zinnia grandiflora  
 Saponaria ocymoides  
 Veronica species  
 Mirabilis multiflora

## Appendix C

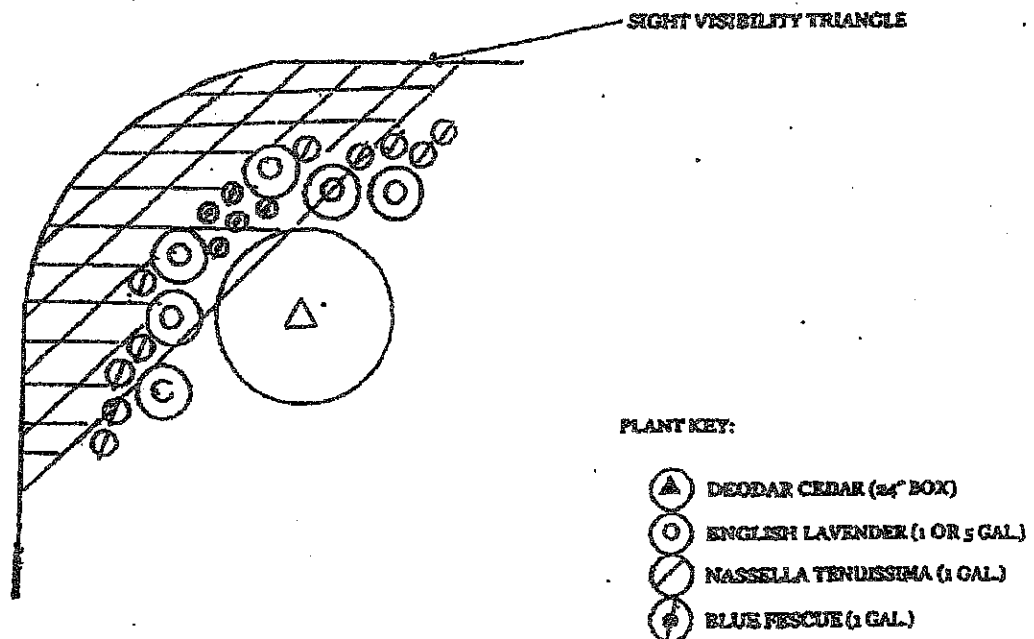
### Landscape Design

PRACC highly recommends using low water usage plants. All parcels should consider the plant design and layout as shown on the next few pages.

### Design Guidelines/Examples

Sight visibility triangles should be located at all intersections.

Each sight visibility triangle should be measured from the pavement at the following distances: 15'x30' at major intersections. Plant material should be limited to 2' to 3' in height and all trees inside the triangle should be pruned up to a 7' minimum.



SCALE: 1" = 10'



## Design Guidelines

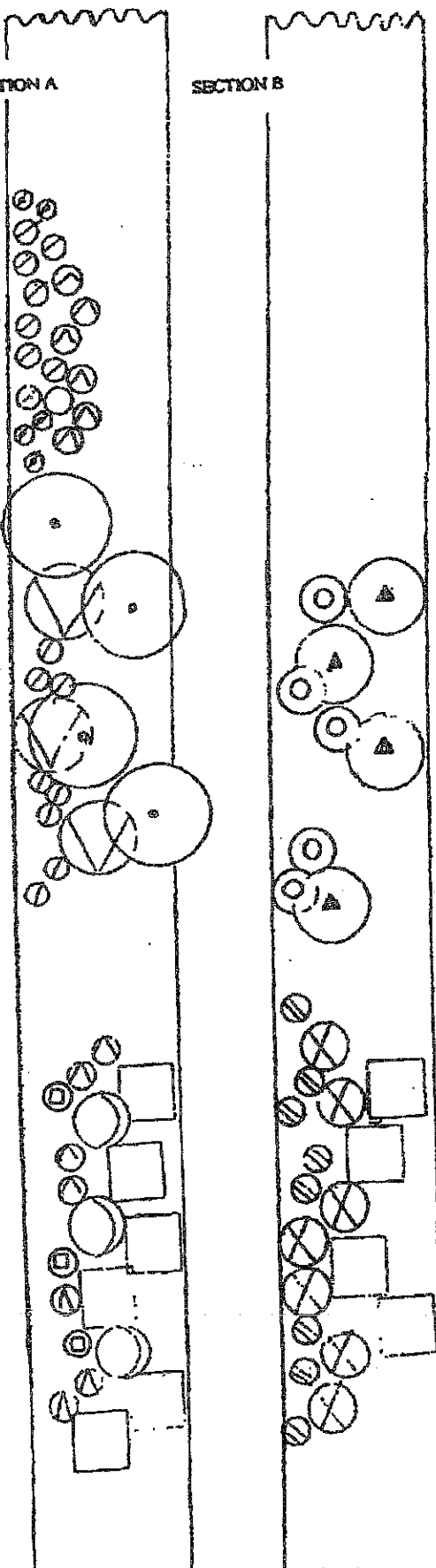
### Street Frontage Landscape

These two sections, Section A & Section B, comprise the required design for all street frontage landscape design. Section A and Section B are designed to be sequentially interlocking in a repeating pattern. This allows for continuity of design where long runs of street frontage landscaping occurs. Where frontage occurs in less than 1,000 feet full lengths, use a portion of the section.

Owners or occupants should inquire with the A. C. to determine which section should begin at their property line boundary.

SECTION A

SECTION B



#### PLANT KEY:

- ⊙ EUROPEAN WHITE BIRCH
- △ ASPEN
- ⊘ NASSELLA TENUESSIMA
- ⊙ KARL FOERSTER GRASS
- ⊙ COTONEASTER
- ⊗ RUSSIAN SAGE
- ⊙ AUTUMN SEDUM
- MISCANTHUS SINENSIS 'GRACILLIMUS'
- BLUE MIST SHRUB
- DEER GRASS
- BLUE FESCUE GRASS
- ENGLISH LAVENDER
- ⊘ SALVIA OREGON

SCALE: 1" = 10'

## **Appendix D**

### **Exterior Paint Colors**

The exterior wall colors shall be chosen from the following list. These hues offer a wide range of colors that, when used throughout Prescott Regional Airpark and Commerce Center, will enhance the development. Trim accents shall also be selected from this list. It is recommended the Owner and architect review these approved colors before proceeding with the conceptual design. Any colors that varying from this pre-selected list needs to be approved by the AC.

#### **Colors found in Benjamin Moore Paint Deck:**

##### **Building Colors**

- Brandon Beige #997
- Raccoon Hollow #978
- Sandy Brown #1046
- Fairway Oaks #1075
- Norwich Brown #HC-19
- Huntington Beige #HC-21
- Decatur Buff #HC-38
- Greenbrier Beige #HC-79
- Bleeker Beige #HC-80
- Jamesboro Gold #HC-88
- Northampton Putty #HC-89
- Gloucester Sage #HC-100

##### **Trim Colors**

- Stampede #979
- North Creek Brown #1001
- Weathered Oak #1050
- Tuscany Green #3140-20

#### **Colors Found in the Sherwin Williams Paint Deck**

- Universal Khaki SW6150
- Virtual Taupe SW7039
- Whole Wheat SW6121
- Latte SW6108
- Hopsack SW6109
- Camelback SW6122
- Restrained Gold SW6129
- Basket Beige SW6143

- Macadamia SW6142
- Dapper Tan SW6144
- Favorite Tan SW6157
- Cocoon SW6173
- Thatch Brown SW6145

**Trim Colors**

- Warm Stone SW7032
- Smokehouse SW7040
- Kaffee SW6104
- Jute Brown SW6096
- Andiron SW6174

## **Appendix E**

### **City of Prescott Commercial Review Process**

- 1. Development Review Committee Meeting (DRC)**  
Provides information to the applicant on possible issues the project may entail as well as the project's adherence to City codes.
- 2. Commercial Site Review Process**  
Provides an opportunity for all to approve the site plan.
- 3. Commercial Building Permit Process**  
Submittal of construction plans to the City of Prescott Building Department for approval by the Building Department and Fire Department.
- 4. Commercial Fire Protection System Plan Review Permit Process**  
Where required, submittal of fire protection systems construction plans to Fire Prevention for approval.

**Appendix F**  
**Application, Forms, and Checklists**

**APPLICATION AND CONTRACT FOR CONSTRUCTION,  
LANDSCAPING OR REMODELING**

**PRESCOTT REGIONAL AIRPARK AND COMMERCE CENTER**

DATE:

PROPERTY OWNER:

PROJECT:

ADDRESS:

I/We and our General Contractor have read and understand the following documents relating to Prescott Regional Airpark and Commerce Center Design Guidelines and agree to comply with the conditions relating to the construction contained in these documents:

- Declaration of Covenants, Conditions and Restrictions
- Architectural Design Guidelines
- Construction Rules and Regulations

I/We agree to the following conditions:

1. To complete the construction consistent with the plans we have submitted for approval.
2. To complete construction within one year of obtaining the necessary building permits from the City of Prescott.
3. All phases of construction will comply with Federal, Arizona and local rules, codes and statutes.
4. Construction debris will be controlled and placed in appropriate containers or otherwise removed each week.
5. Licensed contractors and subcontractors will perform all work.
6. The Prescott Regional Airpark and Commerce Center Property Owner's Association will notify all concerned parties of any incidents of delinquency or non-compliance with the provisions of the Application and Contract.

Property Owner Signature: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## **PRELIMINARY DESIGN REVIEW CHECKLIST**

### **SITE PLAN**

- ☐ Property Lines
- ☐ Topography, natural and finish grades, minimum two feet contours
- ☐ Driveways, including materials
- ☐ Building, structures, fences, walls and sidewalks
- ☐ Finish floor elevations in relation to the topographic grades
- ☐ Streets adjacent to the property
- ☐ Setbacks
- ☐ General grading and drainage information
- ☐ Minimum scale 1" = 20'

### **FLOOR PLAN**

- ☐ Walls, openings and other features
- ☐ Square footage of all areas
- ☐ Minimum scale 1/4" = 1'

### **ELEVATIONS**

- ☐ All exterior elevations of all buildings
- ☐ All finish materials and colors
- ☐ Natural and finish grades
- ☐ Roof slopes
- ☐ Elevation ridgelines
- ☐ Minimum scale 1/4" = 1'

### **BUILDING SECTIONS**

- ☐ Provide two building sections
- ☐ Natural and finish grades
- ☐ Height of structures
- ☐ Maximum allowable height above grade
- ☐ Minimum scale 1/4" = 1'

### **REVIEW**

- ☐ The AC shall, within 30-days of receipt of all necessary materials, issue a letter indicating approval or disapproval and any modifications required. One set of the submitted drawings will be returned. In the event that the AC fails to approve or disapprove an application for approval within forty five (45) days after the application, together with any fee payable pursuant to Section 3.5 of the CC&R's

and all supporting information, plans, and specifications requested by the AC have been submitted to the AC, approval will not be required, as outlined in Section 3 of the CC&R's and will be deemed to have been complied with by the Owner who requested approval of such plans. The approval by the AC of any construction, installation, addition, alteration, repair, change or other work shall not be deemed a waiver of the AC's right to withhold approval of any similar construction, installation, addition, alteration, repair, change or other work subsequently submitted for approval.



## PRESCOTT REGIONAL AIRPARK AND COMMERCE CENTER

### General Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Effective Date: \_\_\_\_\_

### Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### Architect/Designer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Refer to attached Preliminary Design Review Checklist

**PRESCOTT REGIONAL AIRPARK AND COMMERCE  
CENTER**

**FINAL DESIGN REVIEW APPLICATION**

Date: \_\_\_\_\_

Property Description/Project: \_\_\_\_\_

Street Address: \_\_\_\_\_

**Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Architect/Designer**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Contractor**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

License No. \_\_\_\_\_

Refer to attached Final Design Review Submittal Checklist

**PRESCOTT REGIONAL AIRPARK AND COMMERCE CENTER****FINAL DESIGN REVIEW SUBMITTAL CHECKLIST****Construction Documents**

- ☐ Complete construction documents including site plan, floor plan, foundation plan, framing plan, building sections, elevations, electrical layout and specifications
- ☐ Detail fencing, mailbox, and other features
- ☐ All utility and meter locations
- ☐ Show mechanical units including air handlers and condenser units
- ☐ Finish floor elevations of all structures
- ☐ Square footage of all living areas
- ☐ Incorporate all adjustments required by the Preliminary Design Submittal

**Material Selections**

- ☐ Roofing material sample
- ☐ Stone and/or masonry sample
- ☐ Paint color numbers from approved list
- ☐ Stain color sample

**Landscape Plan**

- ☐ Legend of materials
- ☐ Site plan detailing structure placement, easements, property entrances and street orientation, landscape design and placement including design and materials for fencing, sidewalks, paths, permanent seating.

**Review**

- ☐ The AC shall, within 30 days of receipt of all necessary materials, issue a letter indicating approval or disapproval and any modifications required. One set of the submitted drawings will be returned

**PRESCOTT REGIONAL AIRPARK AND COMMERCE  
CENTER**

**FINAL DESIGN REVIEW INSPECTION**

DATE \_\_\_\_\_

LOT # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

**OWNER INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

INSPECTION REQUESTED BY: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_