

## Introduction

This guide is meant to outline policies as determined by the Vuecrest Board of Directors (hereinafter referred to as "Board".) It is meant to clarify and supplement the Protective Restrictions and Bylaws. Omitting or deviating from these requirements may be cause for immediate rejection of submitted plans and require resubmission.

Please note that there are additional policies, such as the Remodel and Redevelopment Policy, that should also be reviewed before beginning a design. These can be found on the Vuecrest website or by contacting the Vuecrest Architecture Committee.

## Construction Design Requirements

1. One-story single-family home with or without a basement. The main entry (typically the front door) to the home must be located on the main living level, not the basement level.
2. All submitted plans with a basement must include calculations proving that the basement level conforms to the current IBC definition of a basement.
3. Maximum height of structure may not exceed 20 feet above the average grade as determined below.
  - Exception: Lots 3 to 10 inclusive and Lots 26 to 31 inclusive in Block 3 may not exceed a maximum height of 26 feet above the average grade as determined below.
4. The average grade elevation, which is used to determine the maximum height of a structure, is calculated so that design requirements of a new structure can be accommodated, while the intent of our Protective Restrictions can be strictly enforced. Adjustments and minor changes in the grade are allowed, but in no case is the average grade allowed to be higher than it was prior to the start of construction. To determine the average grade elevation, two sets of tabular information are required:
  - Existing grade relative to the proposed foundation.  
To determine the existing grade relative to the proposed foundation, elevations of the existing grades are taken at ten-foot intervals around the perimeter of the foundation of the proposed home.
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Both sets of tabular information must be provided. Using the two sets of tabular information, the lower of each point is taken and then averaged. This is accomplished by adding together each of the lower of the two numbers at each of the individual points and then dividing by the total number of points. This determines the average grade elevation from which the height limit is measured. The purpose of these calculations is to address construction on sloped lots (both inclining and declining slopes) and to enforce the 20'

height limit.

5. Protected views cannot be blocked. Structures are only allowed to an increased or maximum height if they do not adversely impact protected views from other Vuecrest homes. Protected views are defined in the Vuecrest View Criteria policy.
6. Roof ridge slope shall have a minimum pitch ratio of 3 feet vertical to 12 feet horizontal and must be located within the middle 50% of the roof span. The Board may consider approving lower roof pitches for portions of the roof if the roof design fulfills both of the following requirements:
  - More than 70% of the total roof square footage is at a 3:12 pitch.
  - None of the portions of the roof that are less than 3:12 pitch are visible from any public road in Vuecrest.
7. Approved roofing materials are cedar shake, composition or tile. Approval must be obtained for roofing material and color proposed. Other materials may be considered for approval by the board for roof portions not visible from the road, though nonreflective materials and appropriate colors are still required.
8. All exterior materials and finishes, including color choices, must be submitted for approval. Any exterior changes after initial approval must be re-submitted for approval.
9. Chimneys and weather vanes may extend no more than two feet above the roof and can be no greater than 3 feet in width. Side venting (or ventless) is expected for fireplaces. Chimneys and weather vanes may not block protected views.
10. All lots shall have at a minimum, a single car fully enclosed garage. Garages shall be attached to the residence, unless the topography of the lot or building site or other unique condition justifies separation of the structures.

## Setback Requirements

Note that property lines generally begin 12-15 feet from street edge; this area denotes the City of Bellevue's right-of-way.

1. Side setbacks are determined by dividing 20% of the lot's front footage in half.
  - Exception: If a rear lot line is 25% greater or less than the front lot line, the setback is a minimum of 15 feet divided equally on each side.
  - Exception: Corner lots and lot 14 in block 1 must have a minimum of 10 feet on each side. Corner lots have a front setback on both sides abutting the street.
2. Front setback may be no closer than 20 feet from property line and no further than 35 feet from the property line.
3. Backyard setback is 25 feet.

## Lot Requirements

There are 204 single-family dwelling residence lots in Vuecrest.

- Lots cannot be divided.
- Lots cannot be combined.

## Other Requirements

1. Satellite dishes, flagpoles and any other exterior item(s) must not block protected views, require written approval, and should be positioned discreetly. Visual screening (e.g. fencing, vegetation) of satellite dishes is required, consistent with requirements in the

Protective Restrictions.

2. Fencing and hedges are permitted up to 6 feet in height in the back and side of properties. Front fencing and hedges may not be higher than 4 feet.
3. Trees and/or shrubs on any part of the property shall not be permitted to reach a height that will obstruct the protected view of the adjacent or neighboring properties. There are several protected trees within Vuecrest by designation as noted in the Protective Restrictions; they are also identified on the plat map.
4. Mechanical equipment (e.g., air conditioning units, generators) must not be placed within setbacks, and must provide sound screening to attenuate noise impacts, and visual screening (e.g. fencing, vegetation) that meets the height of the equipment, consistent with requirements in the Protective Restrictions.
5. Attached decks, patios, and other exterior living spaces are only allowed at the same elevation as the main floor or basement. Other exterior living spaces will be reviewed on an individual basis.

## Plan Submittal and Approval Process

1. We strongly encourage a preliminary meeting with the Architectural Committee prior to drafting plans to discuss the scope of the project and to ensure shared understanding of Vuecrest Protective Restrictions and policies.
2. The lot must be surveyed prior to architectural plans being drawn. Survey should include the outline of the existing house, all primary improvements, existing grades, and location and size of all trees over 6" in diameter.
3. The construction of story poles and strings is required to help determine protected view and other impacts of the proposed construction to other properties, consistent with the Protective Restrictions and Policies. The number and location of poles and strings will be determined by the Architectural Committee and/or the Board as required to fully visualize the proposed construction. Story poles and strings must be:
  - Matched to ridgelines, exterior corners, and other key elements on the submitted plans. Poles should indicate what plan element to which they are tied.
  - Constructed by a licensed contractor.
  - Sturdy enough to stay in place for evaluation.
  - Use materials that are easy to see from neighboring properties. Use of flags or other indicators on strings is encouraged.
  - Depict all roof penetrations greater than six inches in height above the roof plane or any height above a roof ridge. These must also be shown in elevations on submitted plans.
4. The Board will view the story poles and strings from selected neighboring properties as quickly as is practical, subject to neighbors' availability, and will respond with its findings. After poles and strings are approved by the Board, the poles and strings must be surveyed to verify the approved building envelope.
5. Conceptual or preliminary plans should be submitted prior to full construction plans for review by the Architectural Committee. To provide sufficient time for a review by a Consulting Architect, the architectural committee requests that plans be submitted at least a week before the monthly Director's meeting, whenever possible. Review determines whether the project is a redevelopment or remodel, per the [Vuecrest Redevelopment Policy](#).
6. Two sets of full size construction drawings must be submitted to the Architectural

Committee and approved by the Board. At a minimum, plans should include:

- A Site Survey
  - A Site Plan indicating all retained or proposed new improvements (including new grades, driveways, sidewalks, fences, retaining walls, building overhangs, trellis, pools, decks, patios, out buildings and other built structures)
  - Average Grade calculations (as described earlier in this document)
  - Lot Coverage calculations
  - Floor Plans for all floors
  - All Building Elevations (with Average Grade indicated)
  - A Building section or sections
  - A Roof Plan
  - A grading plan showing any changes to the grade within five feet of the perimeter of the property
  - All plans must be designed and approved (stamped) by a licensed, practicing architect in the State of Washington. Plans must have the architect's stamp including license number, address and phone number.
  - A payment for Architectural Review must accompany a plan submission, per the Redevelopment Policy.
7. Colors of all exterior materials and finishes, including fences, retaining walls, and permanent signage, must be supplied with construction plans. Physical samples of all finishes must be submitted; electronic images are not acceptable.
  8. A Landscape Plan is required to encourage appropriate plantings. For example, artificial turf is not allowed to be installed in the front yard of a home.
  9. Full plans must be submitted less than one year after receiving approval of the story poles and strings. Otherwise approval may be rescinded by the Board, requiring the repeat of the poles and strings process.
  10. After a full submission has been made (including all elements described above), the Board has thirty (30) days to review plans and respond. The response will either be an approval, or it will contain a list of issues that must be addressed before an approval can be issued.
  11. If plans are not approved, they must be resubmitted for approval with necessary corrections. The 30-day review period starts again when plans are resubmitted.
  12. No exterior changes or demolition of the existing home may take place until plans have been approved.
  13. Upon approval of plans, payment of the Redevelopment Deposit per the Vuecrest Redevelopment Policy is required to receive approved plans.
  14. Construction must start within two years of approval or the plans become null and void and must be resubmitted for approval.
  15. Completion of the project as to external appearance, including painting and landscaping, must be totally concluded within one year of the construction start date.

## **Rules and Requirements during the Construction Process**

1. The Architectural Committee Chair is the primary point of contact for all construction-related concerns and/or issues.

2. Any exterior or interior changes that are made to plans during the course of construction must be submitted for approval before changes are initiated.
3. Closed or contained vessels for construction debris, trash and recycle, large enough for the intended project, must be on site. Portable toilets, if used, must be on property, not in the street or right-of-way. Stored materials and supplies must be placed on site. None of these items may be placed in the street, right-of-way, or on a neighbor's property.
4. All debris that falls off-site must be cleaned up by the end of the day.
5. Radios and other entertainment equipment must be kept at an appropriate noise level.
6. All subs and construction workers must keep their vehicles parked on one side of the street and in an appropriate parking area. Parking on the lawn is never permitted.
7. All subs and construction workers must abide by the speed limits of Vuecrest.
8. **Construction hours are: 7am-6pm Monday through Friday, and 9am-6pm Saturdays. No construction-related noise is allowed on Sundays or holidays.**
9. Mailboxes and driveways are to remain clear at all times.
10. If any damage is done to a neighboring property and/or any community area or structure, it is the homeowner's/builder's responsibility and expense to repair and return the area to its original condition or better as soon as possible.
11. Any complaint relating to construction must be resolved promptly.
12. When the foundation is complete, the Owner shall provide the Vuecrest Board with a Foundation Survey produced by a licensed surveyor, which is used to confirm to the board that the foundation is compliant with the submitted plan. In case of a discrepancy the Vuecrest Board reserves the right to take action against the Owner for the breach.
13. When the roof is complete, the Owner shall provide the Vuecrest Board with a Height Survey produced by a licensed surveyor, which is used to confirm to the board that the roof ridge heights are compliant with the submitted plan. In case of a discrepancy the Vuecrest Board reserves the right to take action against the Owner for the breach.

## **Standards of Yard Maintenance of Vuecrest Homes**

1. All yards, including rental homes and properties for future development, must be mowed and trimmed on a regular basis. Gardens and shrubs must be properly maintained at all times. Trees and shrubs must be in compliance or brought into compliance within Vuecrest guidelines.
2. The home, outbuildings, fences and all other structures are to be kept in good repair at all times.
3. No vehicles or trailers may be parked in the public right-of-way for more than 24 hours. No vehicles may be parked on the lawn or gardens at any time.