

Custom Home Design Step-by-Step Plan

As outlined in Section 6 (Design Review Process) of the Blackstone at Vistancia Residential Architecture Design Guidelines

	Homeowner/Project Team	Design Review Coordinator (Coordinator)	Design Review Committee (DRC)
Phase 1: Pre-Design	<ul style="list-style-type: none"> Schedules and attends pre-design meeting through Coordinator with DRC 	<ul style="list-style-type: none"> Schedules pre-design meeting between homeowner/project team and DRC 	<ul style="list-style-type: none"> Meets with homeowner/project team to answer questions about design review process Ensures homeowner/project team are clear on interpretation of design process
Phase 2: Conceptual Design	<ul style="list-style-type: none"> Schedules conceptual design meeting between project team and DRC Homeowner is strongly encouraged to attend this meeting 	<ul style="list-style-type: none"> Schedules conceptual design meeting between homeowner/project team and DRC 	<ul style="list-style-type: none"> Conducts meeting with homeowner/project team Reviews materials that explain general design and site planning Grants approval to move forward to preliminary plan
Phase 3: Preliminary Submittal	<ul style="list-style-type: none"> Finalizes preliminary plan review submittal and delivers to Coordinator for DRC review 14 days before next DRC meeting 	<ul style="list-style-type: none"> Meets with deliverer of submittal to ensure all materials are included and fully completed Submittal will not be accepted if all materials are not included or fully completed Forwards submittal to DRC for review 	<ul style="list-style-type: none"> Reviews completed submittal for conformance at next scheduled meeting Issues written response within 5 days granting approval or explaining issues to be addressed for second review
Phase 4: Final Review Submittal	<ul style="list-style-type: none"> Finalizes final plan review submittal and delivers to Coordinator for DRC review 14 days before next DRC meeting 	<ul style="list-style-type: none"> Meets with deliverer of submittal to ensure all materials are included and fully completed Submittal will not be accepted if all materials are not included or fully completed Forwards submittal to DRC for review 	<ul style="list-style-type: none"> Reviews completed submittal for conformance at next scheduled meeting Issues written response within 5 days granting approval or explaining issues to be addressed for second review
Phase 5: Pre-Construction	<ul style="list-style-type: none"> Schedules pre-construction meeting between project team, Coordinator, and Community Manager 	<ul style="list-style-type: none"> Conducts pre-construction meeting with project team and Community Manager to ensure project team has understanding of regulations in Design Guidelines 	<p><i>Construction to start within 12 months from date of final review approval letter</i></p>
Phase 6: Construction	<ul style="list-style-type: none"> Coordinate site mockup wall visit through Coordinator with DRC to confirm colors and material selections Schedules pre-landscape meeting with Coordinator and Community Manager 	<ul style="list-style-type: none"> Schedules site mock-up wall meeting for DRC review Conducts pre-landscape meeting with landscape team and Community Manager to ensure team has understanding of regulations in Design Guidelines 	<ul style="list-style-type: none"> Conducts site mock-up wall visit <p><i>Home exterior and landscaping to be completed within 18 months of construction commencement</i></p>
Phase 7: Final Site Visit	<ul style="list-style-type: none"> Schedules final site visit through Coordinator by DRC 	<ul style="list-style-type: none"> Schedules and conducts final site visit with DRC to ensure full compliance 	<ul style="list-style-type: none"> Conducts final site visit to ensure full compliance with the approved plan Issues final site visit approval once in full compliance

The Blackstone Community Association Design Review Committee for custom homes meets twice per month to review custom-home submittals. This committee meets at 9:30 a.m. on the second and fourth Tuesday each month.

Complete submittals are due 14 business days before the DRC meeting date.

If you have questions about the design review process, contact the Design Review Coordinator at 623-215-8646.

DRC Members:

Gabe Hill
Karen Howard
Phil Schmidt
Susan Eckert (*Advisory*)

Association:

Carrie Lienhart
Assistant Comm. Manager

Craig Pustejovsky
Comm. Manager

Susan Claeys
Design Review Coordinator