

# ENTRADA DESIGN GUIDELINES CHECKLIST

FOR USE WITH RESIDENTIAL PROJECTS

**Project Name:** \_\_\_\_\_

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

The following checklist should be used by staff when reviewing submittals for conformance with the Entrada Design Guidelines (Ord 760) and other Entrada related Ordinances. Other parties involved should also use this checklist to ensure they have met the criteria listed.

PLEASE NOTE: This list is not all-inclusive. It is the responsibility of all parties to adhere to the Entrada Zoning Ordinance (Ord 703) and the Entrada Design Guidelines (Ord 760). This list should not be used as a supplement to those materials.

**Check boxes where applicable.**

## SECTION 1 SITE DESIGN

- Meets minimum lot size of 400 s.f.
- Each lot has a Front Yard Build-to-Zone where the start is located 7½ ft. from the property line
- Each lot has a Rear Yard Build-to-Zone and distances 5 ft. from the property line
- Each lot has a Side Yard Build-to-Zone where it lies a distance of 2 ft. from the lot line
- Each lot has a Corner Side Yard Build-to-Zone where 50% of the structure is located
- At least 20 ft. or 35% of the structure has front and rear yard frontage
- Distance between building occupancy within Front Yard Build-to-Zone does not exceed 45 ft.
- Stone frontage wall is at least 6 ft. tall where applicable
- Rear frontage that is not occupied is finished with stone wall or iron fence with a living hedge that is at least 42 in. tall
- Rear wall is not setback more than 1½ ft.
- Where a rear wall is not used 30% of the rear yard is screened with landscaping and materials are evergreen
- 100% of side yard frontage is residence where there is at least a 6 ft. tall made of natural stone and/or iron fence with living hedges

## SECTION 2 STREETS AND PAVING

- Roadway, parking paving, sidewalk and trail color matches approved field sample
- Roadways and parking areas are integrally colored concrete pavers
- Sidewalks and trails are cast in place concrete
- Concrete joints are v-shaped and are at least ¼ in. wide and ¼ in. deep
- No speed bumps present in fire lane
- Continuous unit pavers marked "Fire Lane" at code compliant intervals
- No painted fire lane striping present

- Minimal curbing used
- Curbs are rollover in profile
- Parking striping are continuous unit pavers
- No painted parking striping present
- Parking space requirements met
- Decorative iron bollards have at least 8 in. diameter
- Wheel stops generally match paving
- Control and expansion joints are visually seamless
- Control and expansion joints do not cross over the paving pattern
- Manholes are present and have finish that matches adjacent paving
- Manholes feature the Entrada logo and are metal
- Adequate sight distance provided at all intersections present

### SECTION 3 STREET FRONTAGE

- 35% of the structure frontage is in the front yard
- 35%-90% of the lot frontage must be residential or a 6 ft. tall natural stone wall present
- including a pedestrian and drive gate where applicable
- Minimum of one gated pedestrian access on street frontage
- Width of pedestrian opening does not exceed wall height
- Gated drive court entrance width does not exceed 16 ft.
- Driveways do not abut to common property lines
- Shared driveways do not exceed 14 ft. in width
- Driveways are separated by 18 in. if not shared
- Drives are 12 ft. wide from the curb to entry gate
  - Drives with two garages may be 20 ft.*

### SECTION 4 BUILDING HEIGHT

- Maximum building height of 735 ft. not exceeded
- Architectural embellishments do not exceed height limit by more than 20 ft.

### SECTION 5 BUILDING ARTICULATION

- First floor of building is accentuated
- Provides visual interest and texture
- Reduces large areas of undifferentiated façade
- Painted or colored surface match the selected color palette

### SECTION 6 SINGLE FAMILY RESIDENCES

- Meets "Catalonian Family" village style
- Contains continuous structures defining a continuous frontage along narrow, winding streets
- Home feels like part of a block and not a lot

### SECTION 7 BLOCK GROUP RESIDENCES

- Has at least 25% front yard frontage at street corner where applicable

- At least:
  - 2/6 side lot lines in a block have a common wall line where residences are attached; or
  - 3/6 side lot lines in a block are a zero lot line
- At least 45% of a structure facing any side yard not built to a zero or common lot line is built within the Side Yard Build-to-Zone, else 25%

## SECTION 8 LANDSCAPING

- Reinforces rural and natural qualities
- 60% of trees are at least 3 in. caliper
- 40% of trees are at least 2 in. caliper
- Complies with parking lot landscaping in Town Ordinances
- Irrigation lines placed 2½ ft. from sidewalk or alley
- Trees and shrubs irrigated by bubbler lines
- Rain, wind, freeze detectors on all irrigation lines
- Plants are from the approved list

## SECTION 9 OPEN SPACE

- 20% of area is open space
- Constant-elevation water features defined for storm water detention
- Open, public plaza and gathering areas present

## SECTION 10 EXTERIOR WALLS

- Exterior walls are 100% masonry
- No siding present
- Materials are natural quarried stone, three-coat stucco, cast stone, or brick in limited quantities (such as arches)
- Stucco limited to 40% of street visible elevations
- No EIFS, fiberglass, and/or metal panels present
- Stone coursing mimics patterns that would naturally occur in a Catalonian Village
- No river rock rubble, ashlar patterns, or mosaic patterns present
- Upper stories of commercial building have a 50% void to solid ratio
- Mixed-use buildings above the first floor have a 40% void to solid ratio
- First floor retails have a 65% void to solid ratio
- Walls make a strong edge with street scape
- Wall openings are full natural quarried stone, cast stone, brick, or cut stone returns, or stucco where applicable
- Stone corners use tothing method
- No stacked joints at inside corners, outside corners, and intersection with all openings present

## SECTION 11 COURTYARDS

- Provides visual enhancement to streets and buildings
- Stone walls or building facades create sense of enclosure
- Courtyards have at least 2 sides defined by building walls

- Decorative planting are in containers and raised beds that contain ornamental plants
- Courtyard walls are full width natural quarried stone
- Stucco walls limited to 40% of street visible courtyard wall area
- No thin-set stone veneer, scored stucco, or exposed CMU present
- Courtyard walls make strong edge with the streetscape
- Wall thickness is at least 8 in.
- Wall height is at least 6 ft.
- Wall cap is full width natural quarried stone, random width natural quarried stone; cut or dressed; half-round clay roof tile, thin natural slate, or cast stone
- No more than 40% of the wall area is an opening
- Max width of pedestrian opening is 6 ft.
- Max width of an automotive opening is 16 ft. if opening serves 5 or more garages
- Max width of an automotive opening is 12 ft. if opening serves 4 or less garages
- Walls exceeding higher than 4 ft. approved by engineer

## SECTION 12 ARCHES

- Materials are natural quarried stone, cast stone, brick, timber, or iron
- No EIFS, wood siding, Hardiboard siding, CMU, marble, granite, fiberglass, or metal panels present
- Arches have at least 6 in. thickness when viewed from the underside
- Cut, level, horizontally coursed stone, cast stone, or brick is at all wall openings below arch spring lines and continues the entire depth
- Cut/chopped, appropriately scaled, structural ring stone, or brick made for arch openings and continue the entire depth
- Archways are true or half round, segmental, flat and elliptical
- Archway corners laid using toothing method

## SECTION 13 FENCES

- Fencing is either wrought iron, tubular steel, or masonry
- Fencing greater than 3½ ft. placed more than 10 ft. from right of way and open space corridor
- No chain-link fence present
- No wood fence present

## SECTION 14 ORNAMENTAL METALWORK

- Material has rustic, wrought iron appearance
- Frames, grates, pickets, and structural components are solid bar ferrous metal (square, round, or other)
- Panels are metal plate
- Metalwork finishes are shop-applied oil rubbed, dark bronze, black iron, approved powder coating, or other natural patina finish
- No brass or bronze or polish brass and stainless steel finishes
- Dimensions of metalwork appropriately scaled
- Frames are flat bar plate with at least ¼ in. thickness
- Infill bars/pickets are at least ½ in.
- Panels are at least ¼ in. thick

- Only welded or forged joints present

## SECTION 15 RESIDENTIAL EXTERIOR ENTRANCES

- Entrance doors and frames are wood or rustic wrought iron
- Wood material is Oak, Poplar, Alder, Cypress, Clear Pine, Clear Cedar, Cherry or Teak, or Walnut
- Wood is milled lumber
- Wooden door thickness 1¾ in. minimum
- Wood panels ¾ in. minimum set in
- Wood stiles are 4½ in. minimum
- Wood top rail is 4½ in. minimum
- Wood bottom rail 7½ in. minimum
- No plywood, composite board, stamped metal, vinyl, or fiberglass
- Iron frames are structural tubular steel with at least ¼ in. thickness
- Iron panels are iron plate with at least 3/16 in. thickness
- Iron infill bars/pickets are ½ in. minimum
- Iron finishes are oil rubbed bronze, dark bronze, or black iron
- All edges are routed or carved
- Frames and doors recessed a minimum of 8 in.
- Glazing has clear or seeded finish

## SECTION 16 DOOR SURROUNDS

- Lintel materials are structural and are single piece full width natural quarried stone, single piece full width heavy timber, cast stone, or brick
- Stone and wood lintels are at least 8 in. tall
- Stone, wood, and brick lintels overlap the supporting jamb by at least 6 in.
- Lintels capable of supporting a structural load
- Jamb materials are natural, quarried stone, cast stone, or brick
- No thin set stone, man-made thin set stone, plaster, EIFS, wood siding, Hardiboard siding, CMU, marble, granite, fiberglass, or metal panels present

## SECTION 17 DOOR HARDWARE

- Material is ferrous metal (square or round) or heavy gauge formed steel with welded joints
- Contains a rustic, wrought iron appearance
- Finishes are oil rubbed, dark bronze, or black iron or other natural patina finish
- Thresholds are milled timber, natural stone, cast stone, or dark bronze or black anodized metal
- No brass or bronze materials present
- No polished brass or stainless steel finishes present
- Door have are lever or pull activated
- Back plates are 8 in. minimum
- No round knobs present
- Hinges are H-shaped hinges, butt hinges with decorative finials, or strap hinges
- If installed, door knockers are wrought iron
- If installed, grilles are wrought iron and protect the glazing

## SECTION 18 WINDOWS

- Wood material are either Alder, Oak, Poplar, Cypress, Clear Pine, Clear Cedar, Cherry, or Walnut
- No plywood, composite board, vinyl, or fiberglass present
- Glazed areas contain divided lites
- Surface applied muntins are at least ½ in. deep and 1 in. wide
- Glazing is clear or seeded finish
- All edges are routed or carved, or applied prefinished aluminum trim with stepped profile
- Windows are recessed at least 6 in.

## SECTION 19 WINDOW SURROUNDS

- Window lintels are natural quarried stone, heavy timber, cast stone, terra cotta, or brick
- Stone, cast stone, wood, and brick lintels are at least 8 in. tall
- Lintels appear to support a structural load
- Window jambs are natural quarried stone, cast stone, or brick
- Window sills are natural quarried stone, cast stone, terra cotta, or brick
- Windows surrounds are of compatible design to the building
- Scale of the window surround compatible with window "weight"
- No natural thin set stone veneer, man-made thin set stone, EIFS, wood siding, Hardiboard siding, CMU, marble, granite, fiberglass, and metal panels present

## SECTION 20 GARAGES

- Minimum of one 20 ft. driveway for direct drive in garages with two carriage style doors
- Garages setback less than 5 ft. or greater than 25 ft. from the property line
- Garages not screened by frontage are double carriage style doors
- Rear entry garages are double carriage style doors
- All visible faces of garage doors are wood
- Wood materials are either Western Red Cedar, Alder, Spanish Cedar, Cypress, Teak or Mahogany
- All wood is milled or rough cut lumber
- No plywood, composite board, vinyl, fiberglass, or steel present
- Garage door thickness is at least 1 3/8 in.
- Panels have at least 5/8 in. set in
- Stiles, top and bottom rails are at least 3 ½ in.
- Garage door height is at least 8 ft.
- Garage door width is maximum of 10 ft.
- No glazing of garage doors present
- Wood edges are routed, carved, or rough cut
- Clear indication of jointing though mortise and tendon or mechanical/wrought fastener/rivet
- Clear visual expression of gate leaf supporting of structure

## SECTION 21 GARAGE DOOR HARDWARE

- Garage door hardware is ferrous metal cut to shape or cast metal
- Hardware has rustic, wrought iron appearance
- Hardware finishes are oil rubbed, dark bronze, black iron, natural patina finish

- No brass or bronze material or polished brass and stainless steel finishes present
- At least one decorative, wrought iron door pull present
- One door pull for each leaf present
- Wrought iron decorative metal strapping on all garage doors
- At least four 18 in. straps per door

## SECTION 22 WOOD GATES

- Wood gates are either Western Red Cedar, Spanish Cedar, Cypress, Alder or Mahogany
- All panels are milled lumber
- All trim is milled lumber or rough cut cedar
- No plywood, composite board, Masonite, or other sheet lumber
- Frame thickness is at least 1 ½ in.
- Panel thickness is at least ¾ in.
- Handles have a rustic wrought iron appearance
- Hinges are exposed strap or pin
- Hardware finishes are oil rubbed or black iron
- No hidden leaf hinges, bright brass or bronze finishes
- Wood edges are routed, carved, or rough sawn
- Clear indication of joint connections is present through mortise and tendon, mechanical / wrought fastener / rivet
- Clear visual of gate leaf and supporting structure

## SECTION 23 METAL GATES

- Metal gates are solid bar (square or round), iron, ferrous wrought iron, or structural tubular steel
- Panels are metal plate
- No aluminum, vinyl, or polymers present
- Flat plate frame thickness is at least ¼ in.
- Structural tubular steel frame thickness is at least 1½ in.
- Infill bars/pickets are at least ½ in.
- Panels are at least ¼ in. thick
- Handles have a rustic wrought iron appearance
- Hinges are exposed strap or pin
- Hardware finishes are oil rubbed or black iron
- No hidden leaf hinges, bright brass, bronze or aluminum finishes
- Only welded or forged joints present
- Finials welded to solid or tube material

## SECTION 24 SOFFITS

- Materials are natural quarried stone two layer stucco on solid masonry, three layer stucco on lath, plaster on solid masonry, plaster on lath, or heavy timber beams with mill tongue and groove decking
- Wood material is Alder, Western Red Cedar, Spanish Cedar, Cypress, or Mahogany
- No thin set stone, brick, Hardiboard, CMU, marble, granite, fiberglass, or metal panels
- Wood beams are 4 in. x 6 in.
- Wood decking is 1 in. x 4 in. tongue and groove

- Wood beams and decking capable of supporting structural load
- Soffit venting located in concealed areas

## SECTION 25 ROOFING

- Genuine, natural clay, 2-piece Mission barrel tile present
- Color blends match sample roof assembly approved by Town
- Maximum 6:12 slope not exceeded
- No composition roofs present
- Gabled roofs present
- No hip style roofs present
- No use of dormers and cut off hips present
- Mortar buildup of sufficient height
- Layer of tiles that match mortal build up
- Pitches and orientation vary to resemble a Catalonian Village
- Flat roofs are concealed behind pitched roofs
- Flat roofs not concealed have 12 in. parapet
- Parapets capped with natural or cast stone
- Parapets contain appropriate flashing and counter flashing

## SECTION 26 BUILDING CORNICES

- Materials for cornices without a roof overhang are natural quarried stone, cast stone, natural clay tile, or barrel mission natural clay roof tile
- Minimal use of fascia board with cornices w/o a roof overhang
- No Hardiboard, CMU, marble, granite, fiberglass, or metal panels and use of enclosed boxed cornices for cornices without a roof overhang present
- Materials for cornices with a roof overhang are heavy timber beams with milled tongue and groove decking
- Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress or Mahogany
- No CMU, marble, granite, fiberglass, or metal panels, or flat soffits, or visible masonry pockets for cornices with a roof overhang
- Minimal use of masonry pockets
- Wood beams at least 4 in. x 6 in.
- Wood decking 1 in. x 4 in. x ¾ in. tongue and groove
- Soffit venting located in concealed areas
- Roof tile closures at soffit edges are mortar filled
- No plastic bird stops present

## SECTION 27 AWNINGS

- Enhance articulation of building
- Materials complement building
- Respects the placement of trees and lighting
- Canvas awnings are weather resistant
- Wood awning is Alder, Western Red Cedar, Cypress, Spanish Cedar, or Mahogany
- Wood components are milled lumber or rough cut cedar



- Trim is milled, rough cut lumber, or rough cut cedar
- No Plywood, composite board, polymer fabric, and Masonite
- Supporting structure is wrought iron, tubular, steel, aluminum
- Decorative wall mounted supports have rustic appearance with wrought iron spear shaped arms in a bronze or black finish
- Valances are straight, scalloped, or other decorative device
- No back lit awnings
- Compatible with opening size

## SECTION 28 BALCONIES

- Balconies that project over 1 ft. have a functional or ornamental support made of wood, stone, or wrought iron
- Projecting balconies have a perimeter edge depth of 3 in.
- Finish floor material is either concrete, tile, stone, or wood
- Stone supports and stone balustrade are natural quarried stone or cast stone
- Stone guardrails have natural quarried carved stone balustrade with railing or cast stone
- Stone balcony supports able to support a structural load
- Steel grates, plate, balcony frames and supports have a rustic wrought iron appearance
- Metal components are ferrous metal or tubular steel
- Metal panels are iron plate
- Ironwork finishes are oil rubbed, dark bronze, black iron, or natural patina finish natural patina finish
- Iron guardrails are ornamental in style
- Iron balcony supports capable of supporting structural load and have 2 in. minimum thickness / depth of structural members
- No polished brass or stainless steel finishes present
- Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress, or Mahogany
- Wood guardrails are crafted wood with heavy corner posts, a top rail and thinner vertical blusters
- Wood beams and decking able to support structural load
- No Hardiboard, CMU, or fiberglass present

## SECTION 29 SHUTTERS

- Wood material is either Alder, Western Red Cedar, Spanish Cedar, Cypress or Mahogany
- Components are milled or rough cut lumber
- No sheet lumber, composite wood, cementitious trim, or Masonite
- Frames are at least 1 ½ in. in thickness
- Panels are at least ¾ in. set in
- Shutter hardware is wrought iron and either oil rubbed, dark bronze, black iron finish, or natural patina finish
- One pull ring per shutter and mounted directly to shutter
- At least two hinges per shutter and mount to stone surround or window frame
- One tie-back per shutter
- Tie-backs are either mounted to stone wall by lag or plate, window sill stone, or hooked at the shutter
- One lock per shutter and mounted directly to shutters
- Shutter design is either multi-paneled or board and pattern
- Wood edges are routed, rough cut, carved, or have applied molding

- Clear indication of joint connections is present
- Window width openings under 18 in. have one or less shutter leaf to cover the window
- Window width openings over 18 in. have a pair of shutters to cover the window
- Shutter sizes are compatible with window size
- No Bermuda style shutters or louver style shutters present
- Surface of shutter is planar, with flat visual expression of composing lumber units

## SECTION 30 GUTTERS AND DOWNSPOUTS

- Made of prefinished galvanized Kynar 500 or Hylar 500 aluminum
- Dark bronze, metallic copper, or authentic copper present
- Visible gutters are at least 6 in. half-round design
- Downspouts are at least 4 in plain round
- Elbows and bends are at least 4 in plain round
- Joints are soldered or mechanically fastened and concealed
- Gutter hangers are supported by mounted strap hangers
- No fascia hangers present
- Wall parapet scuppers covered by decorative collection boxes
- Fasteners are of compatible style, finish, and appearance

## SECTION 31 FIREPLACES AND CHIMNEYS

- Fireplaces and chimneys are full masonry
- Has at least one chimney
- No use of man-made products for chimney exterior
- Spark arrestors contained within full masonry
- Has decorative chimney cap

## SECTION 32 OUTDOOR LIGHTING

- Layout of proposed fixture locations present
- Luminous area present (with foot-candle measurements)
- Type and height of light fixtures present
- Type of illumination present
- Overhead lighting is fully shielded and/or full-cut-off
- Materials have a rustic, wrought iron appearance
- Structural frames are ferrous metal or structural tubular steel
- No polished brass or stainless steel present
- One dark sky compliant fixture present at entry façade
- Pole mounted, column mounted, wall mounted, and hanging fixture have minimum height of 24. in. and minimum width of 12 in.
- Ceiling surface fixtures have a minimum height of 12 in. and a minimum width of 8 in.
- Exterior doors illuminated
- Clear or seeded glass present
- No frosted glass except as otherwise approved for street lighting
- No mini-fluorescent lights that are visible from public ways

### SECTION 33 SIGNAGE: GENERALLY

- Signs that identify commercial tenants are present
- Signs that identify streets are present
- Signs that identify buildings with multiple tenants are present
- Stone signs are natural quarried stone or cast stone with carved lettering, numbering, and/or logos present
- Metal signs are cut metal, dimensional individual letters, numbers, or logos display hand crafted qualities
- Metal signs are brass, bronze, copper, or ferrous metal
- Metal finishes are oil rubbed dark bronze, black iron, or natural patina finish
- Sign letters are chancel letters, pierced, or laser cut
- Length of sign exceeds height (unless on 114 corridor)

### SECTION 34 SIGNAGE: SUBDIVISION MONUMENT SIGNS

- Max two subdivision signs at entrance to single or multifamily subdivision
- Monument sign height exceeds length
- Content is limited to the name and logo of the subdivision
- Maximum size of monument sign is 40 s.f.
- Maximum size area is 24 s.f.
- Maximum height is 4 ft.
- Materials are stone, cast stone, brick, or split face CMU
- Monument sign has a minimum landscaped area of 2 s.f. for each linear foot of horizontal length of the sign

### SECTION 35 TOWERS

- Tower façade is natural quarried stone, cast stone, or cut stone
- No wood siding, Hardiboard siding, visible CMU, marble, granite, fiberglass and metal panels present
- Roof material is genuine, natural clay, color fast, 2-piece mission barrel tile
- Roof is either hipped, domed, or flat
- No dormers or metal roofing panels present
- Stone veneer is at least 4 in. thick
- No more than 40% of one face of wall area is void
- Towers emphasize vertical composition
- Corners on the first two stories reflect full depth of stone
- Corners on the first two stories give appearance of load bearing masonry
- Corners are toothed
- Hip ridges have mortar build up, or sufficient height, to allow field tile to butt into the mortar
- No amplified speaker system present
- No visible cell phone relays present and does not create additional architectural forms
- Occupied towers do not exceed 220 ft. above grade
- Architectural embellishments do not exceed 25% of total building height

### SECTION 36 UTILITIES

- Utilities placed underground

- Plumbing roof penetrations are limited
- Plumbing roof penetrations not visible from public rights of way
- Plumbing vent piping matches roof color
- Mechanical equipment and other similar items do not extend up to 20 ft. above the building height
- Mechanical equipment and other similar items are screened from view
- Mechanical equipment and other similar items are setback less than the height of the building

## SECTION 37 SERVICE EQUIPMENT AREAS AND SCREENING

- Loading docks, truck parking, trash collection / compaction, and other services present on site plan
- Transformers, HVAC, lift. stations, utility meters, and other equipment located at the rear of the property
- Screened and out of view from adjacent properties and public streets
- Screening for waste collection and loading areas resemble materials used for the principal building
- Trash dumpsters have a door attached
- Trash dumpsters located to ensure proper drainage

## SECTION 38 FLAGS AND BANNERS

- Materials are commercial grade, weather resistant, and integral color nylon
- No non-commercial, hand-painted flags, art work or banners
- Flagpole does not exceed building height by more than 15 ft.
- Flagpole does not exceed 45 ft. in height
- Flagpoles on roof does not exceed 20 ft. in height
- Flags meet the permitted flag size requirements
- Banners are maximum of 3 ft. wide x 5 ft. tall
- Banners no taller than 40% of the pole structure
- Building mounted poles are ferrous metal, with external halyard system
- Grade mounted poles are ferrous metal, with external halyard system, and engineered foundation design
- Wall mounted poles are ferrous metal
- Poles have compliment design and provide wind tested attachment mechanism
- Metal frames have rustic wrought iron appearance, tubular steel, or aluminum and a bronze or black finish
- No aluminum, spun aluminum, concrete, or fiberglass poles present
- Flat wall mounted flags and banners are in a decorative metal frame
- No banner or flag covers any opening

## SECTION 39 ADDRESS NUMBERS

- Tiles are frost proof
- Address location approved by Town Fire Marshal
- Number tiles are flush mounted into surrounding wall
- Mounting height between 3 ft. and 8 ft.
- Tiles are at least 3 in. in width and at least 6 in. in height per number or letter
- Address numbers or letters are at least 3½ in. in height
- Address number color and tile background highly contrasting