

# Marché Montserrat

## Architectural Design Guide



# Introduction

Marché Montserrat

This Architectural Design Guide is a guideline for your professional office or retail building. This Design Guide is a Supplement to the Declaration of Easements with Covenants and Restrictions Affecting Land that has been filed of record for Marché Montserrat, and should be read in conjunction with such Declaration. The purpose of this Architectural Design Guide is to communicate the unifying design intent, guide the design process and establish the quality expectations of the project.

This design guide will provide specific examples and outline acceptable build-out limits to establish a cohesive vision covering diverse topics related to building massing, material palette, architectural details, landscaping, signage, amenities, operations as well as Owner and Association responsibilities. You and your architect, interior designer and contractor should understand these criteria in order to expedite design review and acceptance and construction of your premises.

It is our goal to collaborate with the property Owners at Marché Montserrat to create a superior experience.



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# Development Site Plan\* (PROPOSED)



\*This site plan may be changed by the Developer or altered by an Owner, with prior approval, and the final development may look different than depicted.

This is not a representation of how Marché Montserrat will actually be developed. Building size and number of parking spaces are for example only.



# Architectural Design Criteria



# Design Philosophy



The Marché Montserrat architectural aesthetic is derived from influences found in the region. It is a timeless architectural palette recalling the Spanish heritage of the region and a design of buildings that derive their form from a practical response to both function and climate. Structures native to this region utilize broad overhangs to shelter people and property from a range of extreme climate conditions. Their structural systems are simple and efficiently engineered utilizing building materials that are native to this area. These qualities have been incorporated into the design criteria for Marché Montserrat.

## **Building Materials and Colors:**

Materials used at Marché Montserrat are to be refined as well as natural in their application. The composition and juxtaposition of materials shall be considered to create visual interest. Conveying a sense of authenticity and warmth is a critical objective for design. Finely executed details of the highest quality and craftsmanship are expected. Durable veneer materials available within the region including stone, metal and wood are to be utilized in a meaningful and pragmatic way. Regional materials shall be utilized when possible as their natural color palette harmonizes with this environment and their close proximity encourages responsible material resourcing. Native Texas quarried stone is to have a warm, cream color and diverse range of color and finish. Wood (Cedar, pine, Douglas fir), metals, masonry should be used to provide complimentary color and texture. Spanish tile and standing seam roof materials are appropriate for this aesthetic and shall be utilized where the roof is the prominent component of the building massing.





# Facade

Buildings should be generally rectangular and should also generally have their primary entrance facing the development's main street. All properties at Marché Montserrat are highly visible from surrounding streets as well as from the adjacent Montserrat neighborhood. For this reason, all buildings shall have each façade designed with the same quality and attention to detail as the primary entrance elevations. Buildings shall have a tripartite hierarchy with a distinct Base, Middle and Cap. The transition between these distinct parts may be expressed by a shift in the vertical plane of the wall, by a change of finish material or color, or by a horizontal expression line or equivalent architectural element.

The form and scale of buildings shall be respectful of the adjacent neighborhood and shall exhibit a pedestrian scale. Facades may be either symmetrical or asymmetrical but their compositions shall be well balanced. Buildings shall maintain a prevalent façade rhythm of 15' to 30' or multiples thereof. This rhythm may be expressed by changing materials or colors, or by using design elements such as columns or pilasters, or by varying the setback of portions of the façade. This serves to subdivide the building mass into a series of well-proportioned volumes to create a rich architectural form. All finishes must be returned on projecting elements and roof components.

At least 80% of each facade that is visible from a street, public way, or neighborhood (exclusive of fenestration) shall be composed of stucco utilizing a 3-step process, or stone, or a combination of the two. No more than 20% of each facade facing a street or public way (exclusive of fenestration) shall be composed of any other acceptable material or as accepted in writing by the ARC. See examples in figures 1, 2, 3, & 4.



Figure 1



Figure 2



Figure 3



Figure 4



# Facade



Figure 5



Figure 6



Figure 7



Figure 8

## Doors:

Doors may be simple or ornately detailed. Stile and rail wood and glass doors and sidelites shall have divided openings. Elaborate detailing is most common around principal openings. Door heads should be crowned with brick, stone or decorative rusticated wood beams. Accent features may include for example, a series of arched or rectangular openings with brick or stone surrounds. See examples in figures 5 & 6.

## Glazing:

Windows shall be recessed to give a thick wall impression and may be either rectangular or arched. Windows shall be either square or vertically proportioned with multiple panes in both casement and double hung design. Generally separated by wall surface from other windows, wall openings are punched through the wall rather than grouped with other windows. Elaborate detailing is most common around principal openings. Window heads should be crowned with brick, stone or decorative rusticated wood beams. Multi-pane or true divided lites are encouraged to link openings to this style. Window sills above the finish floor level shall have projected sills of brick or stone. See examples in figures 7 & 8.

Storefront glazing may utilize butt joint detailing, or minimal, vertical framing materials. All south and west-facing glazing must be provided with an opaque overhead shading element projecting a minimum of 2-feet out from the glass, and also providing shading equivalent to a projection 2-feet beyond either side of the glass at locations where canopies are not provided.





# Facade

## Shading Devices

Porches shall have a minimum depth of 8' and have either arched or colonnaded openings. The goal is to articulate building elevations, mediate interior/exterior spaces and provide protection from the sun and weather. Columns may be constructed of glass fiber reinforced concrete, brick, stone or cast stone.

In addition to overhead shading requirement for south and west-facing glazing required in the Glazing section above, Owners may provide exterior shade elements to enhance the buildings appearance and to provide shade for pedestrians. These shade elements are optional. If provided by Owner shade elements shall be designed using durable, high quality materials that are compatible with the storefront design and surrounding elements. See examples on figures 9, 10, 11, & 12.



Figure 9

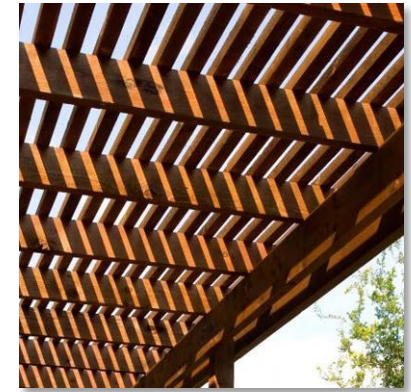


Figure 10



Figure 11



Figure 12



# Facade



Figure 13



Figure 14



Figure 15



Figure 16

## **Tower elements:**

Tower elements may be round, square, or octagonal in plan. Towers may be engaged to walls or project from atop roof forms. Towers are encouraged to have arched or rectangular openings in vertical proportions around the top of the structure. Tower areas may be used to access roof balconies or verandas. See examples on figures 13 & 14.

## **Roofs:**

Roofing shall typically be either clay barrel tile or true standing seam metal types. Roofs will be either hipped, gabled, or a combination and shall have roof slopes between 4'/12' and 6'/12'. Overhangs are encouraged to create shadow lines over wall surfaces. Roof overhangs commonly have wood soffits and exposed rafter tails or support brackets. Rafter tails shall be of 4" nominal thickness material and may have ogee curved ends or angled ends. Tile roof ridges and edges shall be capped with tile coping. Standing seam roofs shall have full metal fascias. No equipment is to be installed on or above any roof, unless completely screened and approved by the ARC. Gutters and downspouts shall be round and have decorative wall brackets. See examples in figures 15 & 16.

## **Water fountain Elements:**

Water features may be added in and around buildings to add interest and to heighten the pedestrian experience.



# Materials

## ACCEPTABLE MATERIALS

### Glass:

- Clear, 1" insulating Low-E glass, equal to AGC Clear Comfort Ti-AC36 #2
- Gray, 1" insulating Low-E glass equal to AGC Clear Comfort Ti-AC40 #2
- Glass block (except not at merchandise windows)
- Sandblasted, frosted, textured or stained glass

### Metal:

- Solid brass, bronze, or copper zinc
- Antique or Patina finishes
- Shop finished or powder-coated metals
- Other metals to be reviewed on a case by case basis

### Stone / Tile:

- Natural stone
- Cast stone
- Decorative, hand painted or crafted tiles, etc.
- Polished or honed cut stone accent: Marble, Granite, etc.
- Brick accent

### Wood:

- Heavy timber
- Slatted wood / louvered wood canopies
- Wood trellis members
- Wood storefront mullions

### Other Materials:

- Exterior grade Venetian Plaster
- Stucco (traditional 3-coat method)
- Terra Cotta
- UV resistant fabrics

## UNACCEPTABLE MATERIALS

### Glass:

- Mirror, tinted, spandrel glass, reflective
- Plexiglas
- Single-paned glass

### Metal:

- Anodized or mill finish aluminum at walls or glazing systems
- Stain-producing metals
- Field painted metals

### Tile:

- Standard ceramic tile
- Vinyl or quarry tile
- Ceramic or porcelain tiles imitating natural materials

### Wood:

- Wood where not allowed per local building authorities
- Masonite
- Plywood paneling
- Simulated wood products

### Other Materials:

- Exterior Insulation and Finishing System (EIFS)
- Simulated materials: stone, brick, wood, etc.



# Materials



**SW6098**  
Pacer White



**SW6099**  
Sand Dollar



**SW6100**  
Practical Beige



**SW6102**  
Portabello



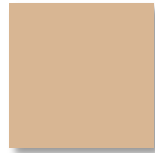
**SW6104**  
Kaffee



**SW6112**  
Biscuit



**SW6113**  
Interactive Creame



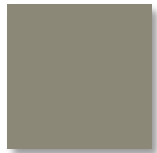
**SW6114**  
Bagel



**SW6118**  
Leather Bound



**SW6163**  
Grassland



**SW6165**  
Connected Gray



**SW6178**  
Clary Sage



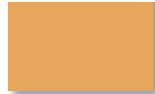
**SW6180**  
Oakmoss



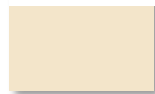
**SW6335**  
Fired Brick



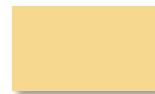
**SW6653**  
Delicious Melon



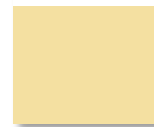
**SW6655**  
Adventure Orange



**SW6658**  
Welcome White



**SW6674**  
Jonquil



**SW6681**  
Butter Up



**Champagne**  
Berridge



**Medium Bronze**  
Berridge



**Aged Bronze**  
Berridge



**Dark Terra Cotta**  
Ludowici



**ST-1 Leuders Roughback**



**ST-2 Leuders Chopped Buff**



# Site Design Criteria





### **Streets and Driveways**

1. Private streets and driveways which intersect an existing or planned private street or driveway may intersect only at locations indicated on the site plan or other locations specifically accepted by the ARC. Driveways shall be shared by adjacent Parcels for access to and from public roadways.
2. Private streets and driveways shall intersect with existing streets at 90 degree angles. Driveways shall be at least 24 feet wide within Parcels (measured from the face of curb), shall be paved and curbed with concrete, and curbed and guttered with minimum radii in accordance with City requirements.
3. Concrete paving shall be designed in accordance with recommendations of the Owner's geotechnical report.
4. Owner shall insure that no fence, wall, screen, sign, structure, planting, hedge or tree foliage shall be erected, planted or maintained in such a manner as to obstruct or interfere with a clear line of sight for drivers to approaching motor vehicles at intersections.

### **Underground Utilities**

1. Any and all pipes, lines or wires used for the transmission of water, natural gas, electricity, telephone, television or any other public or private utility service, not within a building, shall be located, placed, constructed and maintained underground. Each Owner shall provide underground sleeves and pull boxes as required for the adequate utility service of all Building Sites within the Parcel being served.
2. The location of utility boxes, utility transformers, meters or other equipment which must be located above ground must be accepted by the ARC and must be screened from view from public thoroughfares. Screening shall be accomplished by providing evergreen planting that will screen the equipment boxes, or by other method accepted by the ARC.
3. Each Owner must have the electrical transformer for the Property installed by Oncor Electric Delivery Company LLC ("Oncor"), or its successor or similar provider, at Owner's expense. Owner is advised to contact Oncor to determine the size of the transformer needed for the subject Parcel.

### **Solid Waste Disposal**

All solid waste disposal shall be in accordance with City, state and federal requirements. Each Owner shall contract for pickups of trash and other solid waste between 7:00 a.m. and 7:00 p.m. on any day of the week except Sunday. No septic tanks or other on-site general sewage treatment system shall be installed on any Building Site.

### **Sidewalks**

Each Owner at its expense shall at a minimum, provide sidewalks to parking areas and accessible pedestrian routes as required by code and the ARC.

### **Walls**

All retaining walls, screen walls, or other enclosures shall be constructed of stucco, stone, or other materials of an appearance compatible with the primary use building and shall be integrated into the landscaping where visible from the street. Design of all walls is subject to acceptance of the ARC.

### **Grading**

1. All grading shall be done to alleviate ponding, except for Parcel Detention Areas, if any, and will be coordinated with the Master Storm Drainage Plan. No depressions on paving or the landscaped areas which will allow unintentional ponding of water are permitted. Grading in all landscaped areas shall provide smooth transitions in grade elevations. Slopes on berms and lawn areas shall not exceed 3:1 and shall have a minimum slope of 1% to facilitate drainage. Slopes in parking lots shall not exceed 6% and shall be a minimum of 0.5% (where concrete paving is used). All buildings shall be designed to be accessible per applicable codes.
2. All drainage shall be designed and coordinated to be consistent with the requirements of the Master Storm Drainage Plan.



## **Drainage**

There are specific laws related to drainage with which each Owner should familiarize itself. It is strongly recommended that Owner have its drainage plans certified by a registered engineer prior to submitting such plans to the Architectural Review Committee. In some cases the Architectural Control Committee may require such drainage plans to be certified by a registered engineer. Owner is urged to contact an attorney of their choice to ascertain Owner's obligations under such drainage laws.

## **Parking**

1. Parking areas shall be paved with concrete and curbed and guttered with concrete in accordance with the Schematic Site Plan and Preliminary plan accepted in writing by the ARC and otherwise in accordance with the City standards.
2. Parking areas shall be sufficient to accommodate all parking needs for employees, company vehicles and retail customers without the use of on-street parking and shall meet City requirements. If parking needs increase on any Building Site, additional off-street parking shall be provided by the Owner of such Building Site in a manner accepted in writing by the ARC and, if necessary, the City.
3. Vehicle parking spaces shall consist of 90 degree angle parking and shall comply with City development standards. Parking spaces that are required to be accessible shall comply with the Texas Accessibility Standards.

## **Service, Loading and Storage**

1. Loading and service areas shall not be located on the primary side of any building or structure, except that the ARC may permit variances in writing when loading areas are screened as accepted by the ARC.
2. Loading areas, mechanical and electrical equipment, storage areas, trash containers and maintenance facilities, shall be completely screened from view in a manner and location accepted by the ARC. These areas shall be screened from view by either retaining walls or berms or a combination thereof and constructed a minimum of 1 foot above the top of equipment and service area to be screened. Planting

of shade trees and evergreen shrubs shall be used to soften the wall appearance, break up the linear quality of wall and berm, while adding to the overall screening technique, and shall not be considered by itself as the only screening method.

3. Except to the extent such restriction is prohibited by applicable law, no external antenna, dish, tower or similar structure shall be erected or maintained on any Building Site, or in any building constructed thereon, unless specifically accepted in writing by the ARC.



## Site Lighting

Lighting shall be provided for vehicular, pedestrian, signage, architectural and site features in accordance with the following.

1. Site lighting fixtures used along entrance driveways and parking areas shall be uniform and a consistent design within the Development and shall meet the specifications of the Development. Lighting standards for illuminating these areas shall be 15 to 20 feet high. The pattern of light pooling from each fixture shall be carefully considered to provide smooth, even lighting of driveways and parking, while eliminating undesirable glare or light intrusion into the adjacent neighborhood and building sites. Light sources shall be metal halide. Yellow/orange source lights are prohibited from use. LED source lighting shall be considered for pedestrian areas and near buildings.
2. Pedestrian walkways, courts, gardens and entrance areas may be illuminated to enhance the pedestrian qualities of the Development. Low level fixtures shall complement the architectural design and focus on quality landscape lighting that will enhance the Development.
3. Appropriate accent lighting of the architecture or other site features is encouraged.
4. No "wall pack" lights will be allowed on any vertical surfaces. All light fixtures shall be hooded or shielded, with light directed downward.
5. Any building flood lighting shall be ground mounted, concealed source.
6. Site identification graphics and signs shall be illuminated internally or from ground mounted locations. Light fixtures shall be screened from view in front of the sign.
7. General illumination shall commence one half hour before sunset and last until the building site is closed for the evening. Parking lots, roads, and pedestrian walkways shall be illuminated during all hours of darkness and when poor weather conditions warrant.



## **Landscape and Irrigation Standards**

1. The overall objective of the landscape standards is to:
  - Enhance the overall development site
  - Provide a level of unity along the perimeter of the Development and along the roadway.
  - Reinforce views into/out of the property
  - Define site entrances
  - Minimize views to parking areas and to service and loading areas.
2. Landscape development within parking lots shall provide shade, while breaking up large expanses of paving.
  - Surface parking areas and perimeters shall be landscaped in a manner and level consistent with the character of the development, and in accordance with City ordinances.
  - Surface parking areas must be screened from public streets and adjacent building sites by the use of trees, other plantings, berms, or a combination of these to minimize views of automobiles below their hood lines.
  - Parcels shall be landscaped as set forth on Exhibit C or as otherwise accepted by the ARC.
  - Each owner must install a permanent irrigation system adequate for maintenance of landscape areas on Owner's Parcel and shall be designed to minimize overflow onto non-porous areas. No irrigation shall be required for undisturbed natural areas or undisturbed future development areas.

## **Acceptable Landscape Materials and Plant Lists**

- All plants utilized on any Building Site must be compatible with the overall Development and utilize the Plant List approved by the ARC, or be specifically accepted by the ARC.



# Signage Design Criteria





# General Sign Criteria

Owners shall comply with these criteria in addition to the sign ordinance of the City of Fort Worth. The more restrictive requirements shall govern.

Signage is a major visual element to be provided by the Owner. All signage is subject to the ARC's written acceptance. Additionally, exterior signs are subject to the approval of, and must meet the sign requirements of the City of Fort Worth, from which a sign permit is required.

The ARC reserves the right to not accept any signage that does not comply with these criteria. Any signs fabricated and installed without prior acceptance in writing from the ARC will be removed by the Association. All costs for removal, including but not limited to patching and repair of the building, will be at the Owner's expense.

## GENERAL SIGNAGE DESIGN GUIDELINES

### Design Objective:

1. Signs may be located only on facades with primary entrances. Exceptions to this include signs may be located on facades that are both facing and adjacent to public streets or as specifically allowed in writing by the ARC.
2. Each parcel shall be identified by a monument sign that contains the building name and address.
3. Signs that incorporate logos or graphic elements along with the business identity are allowed at the discretion of the ARC.
4. Signs, copy and graphic elements shall fit comfortably into sign area, leaving sufficient margins and negative space on all sides. Thickness, height, and color of sign lettering shall be visually balanced and in proportion to other signs on the building. In all cases, the copy area shall maintain a margin at least 3" from any edge of the sign face area.
5. Dimensional letters and plaques shall be affixed without visible means of attachment, unless attachments make an intentional design statement and are accepted by the ARC.
6. Any special conditions or deviations from the guidelines in the sign criteria are to be accepted in writing after submittal to the ARC.

### Lighting

The use of creative signage lighting is required with the following criteria:

1. Where signs are externally illuminated, light-sources shall be concealed from view or as specifically allowed in writing by the ARC.
2. Where signs are internally illuminated, light-transmitting surfaces shall be non-glare, matte materials.
3. Only letters and logos shall transmit light while background remains solid opaque. No illuminated backgrounds or boxes are allowed.

### Colors

1. Sign colors are to provide sufficient contrast against background colors and are to be varied from the adjacent Owners while complementing the architectural aesthetic.
2. Color of letter returns are to contrast with background colors for good daytime readability while complementing the architectural aesthetic.
3. All sign colors are subject to review and acceptance by the ARC as part of the Owner signage submittal.



# Allowed Sign Types

## **MONUMENT SIGNS (REQUIRED)**

Each parcel shall be identified by a monument sign at a location accepted by the ARC that clearly identifies the building from the Commons Roads serving the parcel. Monument signs shall not be located in a manner that adversely affects driver visibility. Monument signs may be single or double sided.

1. Individual letters - Reverse pan channel - halo illumination
  - a. Reverse channel letters are to be of painted metal with seams welded and ground smooth.
  - b. Channel depth to be no more than 4".
  - c. Letter channels are to be mounted, with a maximum stand-off of 2".
  - d. Peg mounts are to be threaded anchor bolts covered with round sleeves and are to be painted the color of the wall or fascia.
2. Individual letters - External illumination
  - a. External illumination to be provided by a separate light fixture(s) of a design that is complementary to the overall sign design concept and the building architecture.

## **ADDRESS SIGNAGE (REQUIRED)**

The suite number or building address needs to be applied to the exterior facade at a location accepted by the ARC and the local Fire Marshal. The numbers must be visible to the street and color contrast to the facade for visibility. Designs shall be submitted with your signage package drawings for acceptance by ARC.

1. Letters to be dimensional metal
2. Flush to the architecture
3. Vinyl letters applied to glass are not allowed

## **PRIMARY SIGNS (OPTIONAL)**

Primary signs, where allowed, shall be of a size in keeping with the proportions of the building, but shall in no case be greater than 24" cap height and shall adhere to the following standards.

1. Individual letters - Reverse pan channel - halo illumination
  - a. Reverse channel letters are to be of painted metal with seams welded and ground smooth. Channel depth to be no more than 4".
  - b. Internal reverse illumination shall be white 3200K neon or LED.
  - c. Letter channels shall have clear lexan backs and are to be mounted, with a maximum stand-off of 2".
  - d. Peg mounts are to be threaded anchor bolts covered with round sleeves and are to be painted the color of the wall or fascia.
2. Individual letters - External illumination
  - a. External illumination to be provided by a separate light fixture(s) of a design that is complementary to the overall sign design concept and the building architecture.
  - b. Fixtures with arm extensions or gooseneck extensions are encouraged.
  - c. "Light-bars" may be utilized if they are housed within a custom designed hood or metal formed shield enclosure accepted by the ARC.
  - d. Pre-manufactured square or rectangle light boxes are not allowed.
  - e. Individual letters to be at least 1/2" thick metal. Letter thickness is subject to ARC acceptance and based on thickness-to-height proportion.
  - f. Individual letters are to be peg mounted from face of wall.



# Prohibited Sign Types

The following sign types and finishes **are prohibited** at Marché Montserrat unless specifically accepted in writing by the ARC:

1. Sign backgrounds of plastic, lexan, or acrylic, translucent or opaque. These materials are allowed on letter faces.
2. Illuminated sign boxes or cabinet signs.
3. Signs with tag lines, slogans, phone numbers, or advertising.
4. Temporary signage.
5. Signs located on the rear elevation not related to storefront openings.
6. Illuminated back-lit canopies.
7. Signs with exposed raceways, conduit, junction boxes, transformers visible lamps, tubing, or neon crossovers of any type.
8. Rotating, animated and flashing signs.
9. Pole signs and other signs with exposed structural supports not intended as a design element except for code-required signs.
10. Vehicle signs, except for the identification of a business enterprise or advertisement upon a vehicle used primarily for business purposes, provided the identification is affixed in a permanent manner.
11. Signs attached, painted on, or otherwise affixed to trees, other living vegetation, landscaping or natural materials.
12. Any sign designed to be moved from place to place (portable sign).
13. Balloons and inflatable signs.
14. Any signs including freestanding signs advertising the availability of employment opportunities.
15. Signs which emit sound, odor or visible matter or which bear or contain statements, words or pictures of an obscene, pornographic or immoral character.
16. Fluorescent or reflective sign colors.
17. Simulated materials, i.e. wood grained plastic laminate, wall covering, paper, Sintra, cardboard, foam or retainer trim cap.
18. Roof top signs.
19. Painted graphics on windows.
20. Exposed skeleton neon without a channel or backer panel.



# Signage Construction Requirements

## General

1. All signs shall be designed, installed, illuminated, located, and maintained in accordance with the provisions set forth in these regulations and all other applicable codes and ordinances.
2. All signs must meet all standards set forth in the City of Fort Worth sign code and must be accepted by the ARC before permit submittal.
3. The ARC does not accept the responsibility of checking for compliance with any codes having jurisdiction over Marché Montserrat nor for the safety of any sign, but only for aesthetic compliance with this sign criteria and its intent.

## Fabrication Requirements

1. All sign fabrication work shall be of excellent quality and identical of Class A workmanship. All logo images and type styles shall be accurately reproduced. Lettering that approximates type styles shall not be acceptable. The Association reserves the right to reject any fabrication work deemed to be below standard.
2. Signs must be made of durable rust-inhibiting materials that are appropriate and complementary to the design of Marché Montserrat.
3. All formed metal, such as letter forms, shall be fabricated using full weld construction with all joints ground smooth.
4. All ferrous and non-ferrous metals shall be separated with nonconductive gaskets to prevent electrolysis. In addition to gaskets, stainless steel fasteners shall be used to secure ferrous to non-ferrous metals.
5. Threaded rods or anchor bolts shall be used to mount sign letters, which are spaced out from background panel and must be finished to blend with the adjacent surface. Angle clips attached to letter sides will not be permitted.
6. Paint colors and finishes must be reviewed and accepted by the ARC. Color coatings shall exactly match the colors specified on the accepted plans.

7. Surfaces with color mixes and hues prone to fading (e.g., pastels, complex mixtures, intense reds, yellows and purples) shall be coated with ultraviolet-inhibiting clear coat in a matte or semi-gloss finish.
8. Finish surfaces of metal shall be free from canning and warping. All sign finishes shall be free of dust, orange peel, drips, and runs and shall have a uniform surface conforming to the highest standards of the industry.
9. All lighting must match the exact specifications of the accepted working drawings.
10. Surface brightness of all illuminated materials shall be consistent in all letters and components of the sign. Light leaks will not be permitted.
11. All conduit, raceways, crossovers, wiring, ballast boxes, transformers, and other equipment necessary for sign connection shall be concealed. All bolts, fastenings and clips shall consist of enameling iron with porcelain enamel finish; stainless steel, anodized aluminum, brass or bronze; or carbon-bearing steel with painted finish. No black iron metal will be allowed.
12. Underwriter's Laboratory-approved labels shall be affixed to all electrical fixtures. Fabrication and installation of electrical signs shall comply with UBC, NEC, and local building and electrical codes. Such labels may not be visible from the street or from normal viewing angles.
13. Location of all openings for conduit sleeves and support in sign panels and building walls shall be indicated by the sign contractor on the above shop drawings submitted to the ARC. Sign contractor shall install same in accordance with the accepted drawings.
14. In no case shall any manufacturer's label be visible from the street or from normal viewing angles.



# Signage Design Submissions

## Artwork Submittals

All sign concepts are to be generated from “camera-ready” artwork prepared by a professional graphic designer, and submitted to the ARC for acceptance prior to development of any signage.

## Concept Drawing Submittal

1. Included in preliminary storefront submittal, and prior to shop drawings and sign fabrication, Owner shall submit for ARC acceptance three sets of Concept drawings reflecting the design of all sign types.
2. Sign concept drawings are to be submitted concurrently with building elevations. Partial submittals will not be accepted.

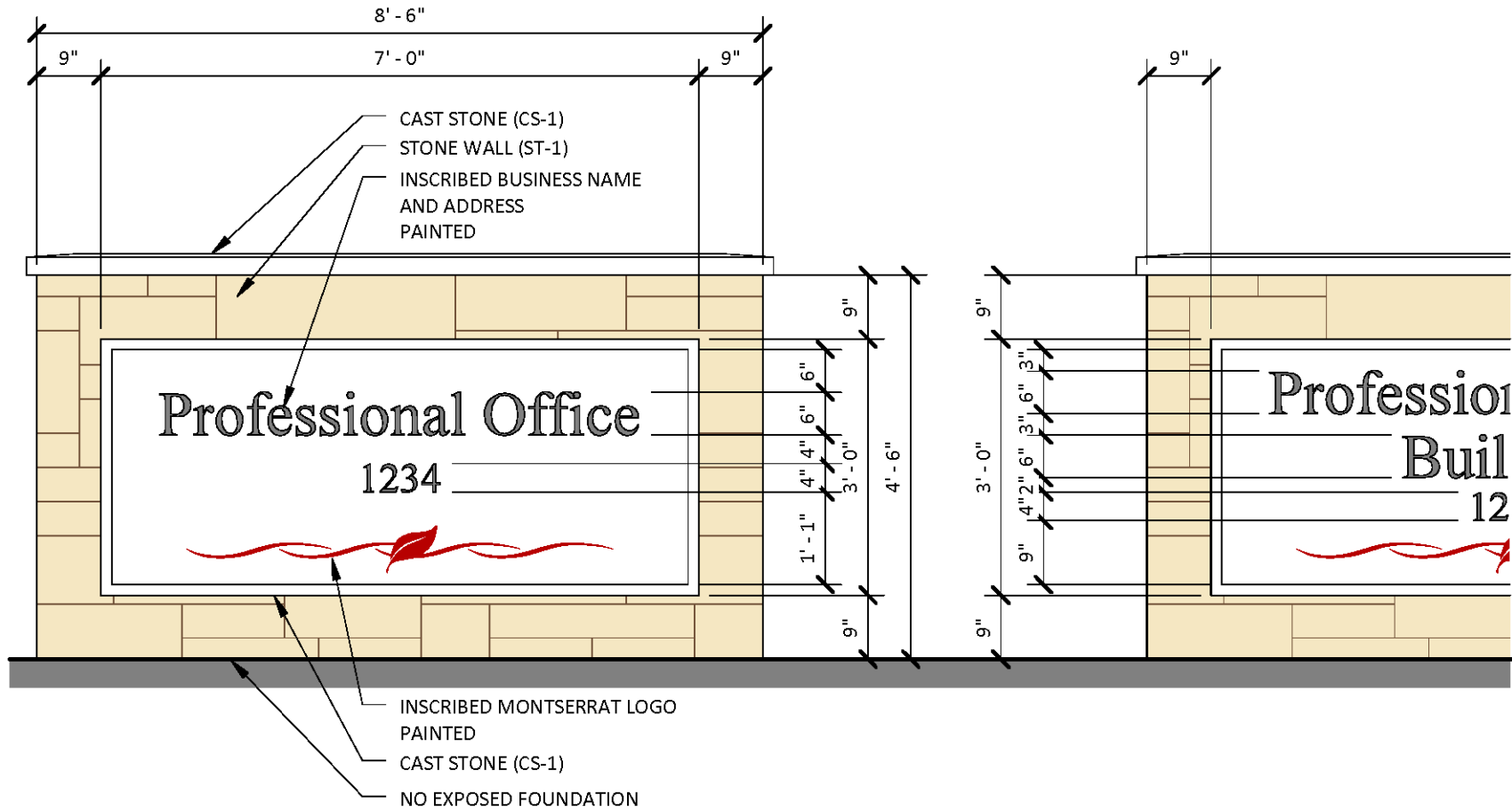
## Shop Drawing Submittal

1. Upon acceptance, in writing, of concept drawings from ARC, three complete sets of shop drawings are to be submitted for ARC acceptance, including:
  - Fully-dimensioned and scaled shop drawings specifying exact dimensions, copy layout, typestyles, materials, colors, means of attachment, electrical specifications, and all other details of construction.
  - Elevations showing design, location, size and layout of sign drawn to scale indicating dimensions, attachment devices and construction detail.
  - Section through letters and/or sign panel showing the dimensioned projection of the face of the letter and/or sign panel and the illumination.
  - Cut-sheets of any external light fixtures.
  - Full-size line diagram of letters and logo may be requested for acceptance if deemed necessary by the ARC.
2. A full set of final shop drawings must be accepted and stamped by the ARC prior to permit application of sign fabricator.
3. Following ARC’s acceptance of sign shop drawings, Owner or his agent shall submit to the City of Fort Worth, sign plans and applications for all permits for fabrication and installation by Sign Contractor.
4. Signs shall be inspected upon installation to assure conformance. Any work deemed unacceptable shall be corrected or modified at the Owner’s expense as required by the ARC.





# Monument Sign



BUILDING NAME - SINGLE LINE

BUILDING NAME - TWO LINES



# Building Code and Permit Requirements

## **BUILDING CODE INFORMATION**

The following is a general reference list of applicable Codes. It is the sole responsibility of the Owner's architect, engineer(s) and contractor(s) to comply with all applicable federal, state, local Codes and ordinances.

The ARC does not accept the responsibility of checking for compliance with any applicable codes or regulations, nor for matters of life safety, but only for aesthetic compliance with this design guide and its intent.

## **APPLICABLE CODES:**

- 2009 International Building code (IBC) w/ Amendments
- 2009 International Plumbing Code (IPC) w/ Amendments
- 2009 International Mechanical Code (IMC) w/ Amendments
- 2008 National Electric Code (NEC) w/ Amendments
- 2009 International Energy Conservation Code (IECC) w/ Amendments
- 2003 Sign Code Amendments

Applicable Building Code dates are subject to change and it is the Owner's responsibility to confirm the applicable codes for design and for submittal to the jurisdiction as well as verification of any local amendments.

## **BUILDING TYPE:**

Zoning	E, Neighborhood Commercial
Height	45 ft Max
Type of Construction	Type IIb or Vb
Primary Occupancy Classification	Office
Accessory Occupancy Classification	Mercantile Restaurant Storage Kitchen/Mechanical/Electrical



# Design Submissions

## **DRAWINGS AND SPECIFICATIONS FOR ARC ACCEPTANCE**

Prior to starting construction, Owner, at Owner's expense, shall prepare complete plans and specifications for its proposed work and submit these items to the ARC for written acceptance. The drawings and specifications shall be prepared by a licensed architect and shall bear the name of architect, name of Owner, project name, and the architect's registration seal, number and signature.

At the ARC's option, a material sample board may be required. If requested submit all materials (clearly identified) mounted to an 11" x 17" board.

If portions of any required submission are missing from any package delivered to the ARC, the package will not be reviewed until ARC is in receipt of the complete package.

Please keep in mind that sufficient time must be allowed for the ARC's review process. Although the ARC has 30 days to review the plans and specification submitted by an Owner, Preliminary plan submittal review will normally take approximately 10 working days or less. Final construction documents submittal acceptance will normally take approximately 15 working days or less. Do not submit final plans to the City for permit review unless they have been reviewed and accepted by the ARC.

## **OUTLINE OF OWNER SUBMITTAL PROCESS**

1. The Association will furnish to Owner a site plan of the development that identifies the Owner's Parcel.
2. Owner shall prepare a preliminary plan submittal describing the Owner's scope of work and submit to the ARC. Refer to preliminary plan submittal requirements.
3. The ARC shall review the submittal and make comments within thirty (30) working days of receipt. Should preliminary plan require re-submittal, Owner shall make corrections and re-submit to the ARC in a timely manner.
4. Upon Owner's receipt of acceptance of the preliminary plan submittal documents, Owner shall prepare construction documents and submit to the ARC for final acceptance before submitting the project for a building permit. Refer to final construction documents submittal requirements.
5. The ARC shall review the final construction documents submittal and make comments within fifteen (15) working days of receipt. Should re-submittal be required, Owner shall make corrections and re-submit to the ARC in a timely manner.
6. Upon review and acceptance by the ARC of the Owner's final construction documents, the Owner may submit to the City of Fort Worth and any other required authorities for permitting.
7. Upon receipt of building permit, the Owner shall arrange for a preconstruction meeting on site with the Owner's construction team and a representative from the Association.
8. Upon completion of work by Owner's contractor, the ARC shall inspect the premises and provide a punch list to the Owner. Completion of all items on the punch list is required prior to building opening date.
9. Owner's occupation of the facility is subject to receipt of all information required by the ARC in this guide.



# Design Submissions

## ADDRESS FOR DOCUMENT SUBMISSION:

Montserrat Properties, LLC  
6000 Western Place II  
Suite 110  
Fort Worth, TX 76107

Phone: 817-377-8827

## PRELIMINARY PLAN SUBMITTAL REQUIREMENTS:

Owner shall submit to ARC three (3) sets of prints (sheet size shall be no larger than 30"x42", half-size is preferred, and all sheets within a set shall be of the same size and bound together as a set); and an electronic copy of the submittal on disk (PDF format) which shall include the following as a minimum:

1. Key plan indicating the location and address of the property within the development.
2. Conceptual site drainage plan
3. Schematic floor plan locating all partitions, doors, plumbing fixtures and other construction.
4. Elevations of storefront at one-quarter inch equals one foot (1/4"= 1'-0") scale with material indications.
5. Identification of all surface materials and finishes on a sample board (if requested by ARC).
6. Schematic wall sections at one-half inch equal one foot (1/2"=1'-0") scale.
7. Reflected ceiling plans.
8. Description of any special features not adequately described by the above including any exterior building and site lighting with description of fixtures.
9. Photographs or full color renderings (if requested by ARC).
10. Location and description of all proposed signage.
11. A copy of the Owner's geotechnical report.
12. Description of any special features not adequately described above.

**Owner shall be required to pay the design review fee, which will be established by the ARC, at the time the preliminary plans are submitted.**



# Design Submissions

## **FINAL CONSTRUCTION DOCUMENTS:**

Owner shall, at its sole expense, utilize the services of a registered architect to prepare all construction documents and specifications.

Following submission and acceptance of the preliminary plans, the Owner shall submit to ARC, three (3) sets of completed construction documents (sheet size shall be no larger than 30"x42", half-size is preferred, and all sheets within a set shall be of the same size and bound together as a set) containing all the information required for the preliminary plans and an electronic version in PDF format (full size) as well as the following information:

1. Complete detailed and dimensioned plans, sections, and elevations.
2. Reflected ceiling plan locating all lighting, emergency lighting and exit signs, HVAC, fire protection devices including sprinkler heads and all other materials to be incorporated in the ceiling.
3. Roof plan with details and sections as needed.
4. A complete civil/landscape plan with the following information must be submitted:
  - All tie-ins to existing utilities and all equipment and appurtenances exposed to view.
  - Final site drainage plan.
  - Plans for the parking lot design, which lists the number of parking spaces and whether they are reserved.
  - The landscape plan must reflect plans for drainage, grading and irrigation, and show plant types and location of all plantings. Landscaping must be aesthetically consistent with the overall development.
5. A complete plumbing plan with the following information must be submitted:
  - All equipment and appurtenances exposed to view.
6. A complete HVAC / mechanical plan with the following information must be submitted:
  - Equipment sizes and locations (heating and cooling)

- All equipment and appurtenances exposed to view.
7. A complete electrical plan with the following information must be submitted:
    - Electrical fixtures, outlets and equipment locations
    - Single-line diagrams
    - All equipment and appurtenances exposed to view.
    - Site photometric plan
  8. Specifications describing all materials and work, including the statement that all work complies with all current codes and ordinances.
  9. Signage package submittal in accordance with the Sign Criteria contained in this guide.
  10. Name of Owner representative or construction representative or contact.
  11. Estimated date to begin Owner's construction work.
  12. Estimated time required to complete Owner's construction work.

**Note:** After the ARC's acceptance, any changes or modifications to the construction documents must be accepted by the ARC in writing.

## **SIGNAGE DOCUMENTS:**

- Refer to General Sign Criteria: Shop Drawing Submittal requirements.

## **CONSTRUCTION FENCING:**

- Prior to start of construction, submit proposed construction fencing plan to the ARC for review and acceptance.

## **RECORD DOCUMENTS:** (At completion of construction)

- Two sets of Record Documents (As-builts)
- Electronic CAD file (DWG) of plans. PDF of all else on disk of Record Documents



# Permitting and Preconstruction

## **REQUIRED PERMITS AND INSPECTIONS**

Owners and their architects are encouraged to contact the City of Fort Worth as early as possible to determine applicable codes, plan submittal requirements and submittal procedures. Additional information is available from their website: <http://fortworthtexas.gov/>. It is the responsibility of the Owner to obtain the approved construction documents from the Department of Inspections, the Fire Department and the Health Department (if applicable), and to pay for and secure all applicable permits.

### **Permits:**

- Building Permit
- Plumbing Permit
- Mechanical Permit
- Electrical and Sign Permit

Note: A separate permit will be required for exterior signs only. Exterior signage requires both the ARC's acceptance and the Department of Inspections approval. It is the Owner's architect's or contractor's responsibility to verify the field inspections required by the City.

## **PRE-CONSTRUCTION REQUIREMENTS**

The Owner or its general contractor must schedule a pre-construction meeting with the Association's on-site representative prior to beginning construction.

The Owner or its general contractor is required to deposit with the Association without liability for interest, a sum equal to \$10,000 or 0.5% of the estimated construction cost, whichever is greater. This sum shall be applied towards any costs incurred by the Association or the Association's contractor to complete any part of the Owner's work which the Owner or the Owner's contractor fails to complete within the time period required by the contract. The escrowed funds may also be used by the Association for clean-up or any needed repairs caused by the contractor or its subcontractors.

### **CONSTRUCTION FENCING:**

During construction, contractors are required to secure the construction site to provide a safe and secure work environment for their premises. Construction fencing is required once work commences on your site (8' in height). Coordinate locations with the Association's construction representative.



# Contractor Rules and Regulations

## **GENERAL RULES AND REGULATIONS FOR CONSTRUCTION**

Owner shall cause its contractor to commence construction as soon as possible after the City has issued permits for construction. Owner's contractor shall proceed diligently and complete the construction in an expeditious and workmanlike manner. Owner's contractor must provide an on-site superintendent at all times while construction is proceeding.

All construction work is to be performed in a professional manner, utilizing the highest quality workmanship. All construction work and all construction activity shall comply with applicable laws, ordinances and regulations, including building codes and job safety regulations.

Construction may not begin without the prior written acceptance by the ARC of the final plans and specifications. Written ARC acceptance is required for any plan revisions or field changes that affect the project aesthetics. No deviation from ARC accepted plans and specifications that affects aesthetics will be permitted without the prior written acceptance of the ARC. The Association shall not be responsible for the cost of removal or reinstallation of materials, fixtures or finishes that do not conform to the accepted plans and specifications.

Owner's contractor is to take extreme care in construction while working adjacent to existing buildings and site improvements to prevent damage to existing structures. Owner's contractor must provide all required circulation, environmental and hazard protection for existing structures and pedestrians. Owner's contractor is to protect all existing below grade/slab utilities. Owner's contractor shall repair all damaged items to existing condition.

Owner and Owner's contractor shall protect their work from damage and shall protect the work of other Owners and the Association from damage by Owner, Owner's contractor and their employees and subcontractors.

## **ENVIRONMENTAL**

Owner's Contractor shall be responsible for obtaining necessary permits and complying with all storm water quality requirements.

Construction related activities that create excessive noise, such as use of jack hammers, rivet guns, grinding equipment, will require the Association's permission.

## **DEBRIS**

Owner will provide dumpsters for construction debris at Owner's expense. Owner is cautioned against having trash accumulate within its premises, or in the adjacent public area.

Contractors or subcontractors participating in the Owner's work shall be required upon completion, to remove all temporary structures, surplus materials, debris and rubbish of whatever kind remaining on any part of the development or in proximity thereto which was brought in or created by the performance of Owner's work.

Any materials, whether trash or otherwise, outside of Owner's premises for more than twenty-four (24) hours is subject to removal by the Association and disposal without notice. Should this situation develop and the Association is forced to remove or handle any debris or otherwise, the Owner will be charged for the cost of disposal, plus a twenty percent (20%) administrative fee.

If at any time Owner's contractors and/or subcontractors shall neglect, refuse or fail to remove any debris, rubbish, surplus materials or temporary structures within twenty-four (24) hours after written notice to Owner, the Association may remove same at Owner's expense, cost plus a twenty percent (20%) administrative fee.

