



**DESIGN GUIDELINES**

**of the**

**Architectural Control Committee**

**of the Las Colinas Association**

*Approved by the Las Colinas Association*

*Architectural Control Committee*

*on December 07, 2006*

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# DECKS, ARBORS, and PATIOS

RESIDENTIAL

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## OBJECTIVE/GOAL

To assure consistency with respect to materials, finish, and harmony with its surroundings.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL.

The deck, arbor, or patio is located within a completely fenced rear yard, located on an interior lot.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

The deck, arbor, or patio meets any of the following criteria, the project needs to be submitted for review by the Committee.

1. Golf course, greenbelt, common area, or corner properties.
2. Major modifications to approved landscaping plans.
3. Lots with extreme grade conditions.
4. Encroachments.
5. Mixed use of materials, finishes, and/or colors.
6. Materials not previously approved.
7. Ornamentation.



# DECKS, ARBORS, and PATIOS

RESIDENTIAL

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## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. A site plan showing:
  - a. Property lines.
  - b. Minimum setback lines.
  - c. Easements.
  - d. Location (including stairs, benches, and railings).
  - e. Dimensions.
  - f. Spot grade elevations.
  - g. Footprint of structures.
  - h. Fence locations.
2. Materials.
  - a. Wood.
    - i. Natural.
    - ii. Manufactured.
  - b. Masonry.
    - i. Brick.
    - ii. Stone (natural & cultured).
    - iii. Concrete (pattern & color).
    - iv. Pavers.
  - c. Metal.
  - d. Roof materials.
  - e. Electrical components and equipment.
  - f. Other.
3. Architectural and structural design to include:
  - a. Plan, elevations, and cross-sections.
  - b. Finish grade and surface drainage.
  - c. Benches.
  - d. Railings.
  - e. Steps.
  - f. Skirting.
  - g. Finish.
  - h. Pattern.
  - i. Roof type.
  - j. Anchoring.
  - k. Footings.
  - l. Guttering and downspouts.



# DECKS, ARBORS, and PATIOS

RESIDENTIAL

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4. Landscape plan (if applicable).

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

If landscaping is modified as a result of deck, arbor, and/or patio construction, a revised landscape plan must be submitted.

Full lot coverage of irrigation must be maintained.

Solid-roofed structures must match roof of main structure.

Rust resistant fasteners must be used.

Skirting is required for decks 12" or more above grade.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# EQUIPMENT SCREENING

COMMERCIAL

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## OBJECTIVE/GOAL

To assure architecturally compatible screening of equipment with its surroundings.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL.

1. Adequate height to provide full screening.
2. Materials that are architecturally compatible with main structure.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Mixed use of materials and/or finishes.
2. Inadequate height to provide full screening.
3. Materials that are not architecturally compatible with main structure.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. A site plan showing:
  - a. Property lines.
  - b. Minimum setback lines.
  - c. Location of equipment to be screened.
  - d. Footprint of structure.
  - e. Hardscape (driveways, sidewalks, walls)



# EQUIPMENT SCREENING

## COMMERCIAL

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2. A roof plan (if applicable).
3. Materials.
  - a. Design.
  - b. Finish.
4. Cross section drawing.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Storage areas, storage tanks, roof objects, trash containers, trash compactors, mechanical equipment, and maintenance facilities are required to be screened.

Height of screening must be, at a minimum, the same height as the equipment to be screened.

Screening material must be architecturally compatible with the main structure.

Screening normally will be located as far from property lines as reasonably possible.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# FENCES

## RESIDENTIAL

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### OBJECTIVE/GOAL

To provide for consistency of design, materials, location, height, and finish.

### REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, **NO APPLICATION IS REQUIRED.**

If the fence being replaced has been previously approved by the Architectural Control Committee or the Las Colinas Association staff for the specific property.

If the replacement fence:

1. Is identical in material (cedar boards and steel posts for wood fences).
  2. Is in the same location.
  3. Is the same height.
  4. Has the same finish.
- 

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL.

1. Does not encroach building or setback lines.
  2. Fence is constructed of cedar with steel posts or black wrought iron.
  3. Is not over 8' in height.
  4. Is one of the following designs:
    - a. Board-on-board.
    - b. Shadowbox.
    - c. Gothic.
    - d. Stockade.
    - e. Finished side out.
    - f. Is finished with cedar stains/sealer.
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# FENCES

## RESIDENTIAL

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Setback encroachment.
2. Combined height of fence and wall over 12'.
3. Materials other than cedar and/or wrought iron.
4. Designs not previously listed.
5. Painted wooden fences.
6. Wrought iron fence color other than black.
7. Multiple style fences on common property line.
8. Height and material transitions.
9. Mixed use of materials (i.e. fence and gates).
10. Ornamentation.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. A site plan showing:
  - a. Property lines.
  - b. Minimum setback lines.
  - c. Location.
    - i. Corner clips.
    - ii. Gate location and type.
  - d. Footprint of house.
  - e. Hardscape (driveway, sidewalks, walls)
2. Materials (wood fence).
  - a. Steel fence posts.
  - b. Cedar boards.
  - c. Design.
    - i. Board-on-board.
    - ii. Shadowbox.
    - iii. Gothic.
    - iv. Stockade.
    - v. Lattice extension.
    - vi. Finished side out.
    - vii. Height of fence.



# FENCES

## RESIDENTIAL

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- d. Finish.
  - i. Natural.
  - ii. Cedar stains/sealer.
- 3. Materials (wrought iron fence).
  - a. HOA standards.
    - i. Hackberry Creek standard for golf course.
    - ii. Windsor Ridge standard for golf course.
    - iii. Fairway Vista standard for golf course.
  - b. Black only.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Wood fences are required to have cedar boards, steel posts, and are required to be double-sided when viewed by the public.

Metal fences are to be wrought iron or aluminum.

Masonry fences are to be brick, prefabricated concrete, or stucco.

Vinyl fences may be considered for review.

Combined height of fence and retaining wall may not exceed 12'.

Corner clips are required where visibility may be obstructed.

Fences constructed on slopes must provide an architecturally compatible method of traversing the slope.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# GAZEBOS

## RESIDENTIAL

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### OBJECTIVE/GOAL

To assure consistency with respect to materials, finish, and compatibility with its surroundings.

### REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM** AND STAFF MAY REVIEW AND APPROVE YOUR APPLICATION.

1. The gazebo is located within a completely fenced rear yard, located on an interior lot.
2. Roof material matches roof of main structure.
3. Open on all sides.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Golf course, greenbelt, common area, or corner properties.
2. Major modifications to approved landscaping plans.
3. Lots with extreme grade conditions.
4. Materials not previously used.
5. Mixed use of materials, finishes, and/or colors.
6. Ornamentation.
7. Encroachments.



# GAZEBOS

RESIDENTIAL

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## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. A site plan showing:
  - a. Property lines.
  - b. Minimum setback lines.
  - c. Easements.
  - d. Location.
  - e. Dimensions.
  - f. Spot grade elevations.
  - g. Footprint of structures.
  - h. Fence locations.
2. Materials.
  - a. Wood.
    - i. Natural.
    - ii. Manufactured.
  - b. Metal.
  - c. Roof materials.
  - d. Electrical components and equipment.
  - e. Other.
3. Architectural & structural design to include:
  - a. Plan, elevations, and cross-sections.
  - b. Finish grade and surface drainage.
  - c. Benches, railings, steps, and skirting.
  - d. Finish.
  - e. Roof type.
  - f. Anchoring.
  - g. Footings.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

If landscaping is modified as a result of gazebo construction, a revised landscape plan must be submitted.

Full lot coverage of irrigation must be maintained.



# GAZEBOS

## RESIDENTIAL

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Roof material must match roof material of main structure.

Rust resistant fasteners must be used.

Skirting is required for arbors 12" or more above grade.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# LANDSCAPE

## RESIDENTIAL

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### OBJECTIVE/GOAL

To enhance the appearance of the property and structures.

### REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, **NO APPLICATION IS REQUIRED.**

1. The work being performed is replacement of previously approved plant material.
    - a. The replacement plant material is:
      - i. Same type, size, and location.
  2. Replacing or adding seasonal color.
- 

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM** AND STAFF MAY REVIEW AND APPROVE YOUR APPLICATION.

1. Plant material substitution with like type material.
  2. Replacing or adding:
    - a. Plant material.
    - b. Ground cover.
    - c. Landscape bed edgings and/or borders.
- 

FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Golf course lots.
2. Lots adjacent to common areas or green belts.
3. Corner lots.
4. Ornamentation (yard art).
5. Paths, walkways, stairs, walls.
6. Trellis.



# LANDSCAPE

## RESIDENTIAL

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7. Water features.
8. Lighting.
9. Major alterations to approved landscape plan.
10. Atypical plans.
11. Lots with severe grades.
12. HOA standards.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

A landscape plan showing:

1. Property lines.
2. Setbacks.
3. Easements.
4. Structures.
5. Plant material (type, size, location, and spacing).
6. Plant legend.
7. Irrigation plan.
8. Fence and wall locations.
9. Hardscape (type, material, and color).
10. Water features, ornamentation, lighting, trellis.
11. A/C and pool equipment location.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Shrub sizes must be listed in height at time of planting (gallon size is not sufficient).

Base trees are: live oak, red oak, bald cypress, and cedar elm. Additional ornamental trees may be added. A variety of trees is preferred if more than two (2) trees are required.

One (1) base tree per 50 l/f of side street curb.

Two (2) base trees are required in the rear yard of golf course and common area lots.

Base trees are to be a minimum of 4" caliper (check HOA standards).



# LANDSCAPE

## RESIDENTIAL

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Foundation planting should cover all street fronts and golf course fronts and extend 1/3 total length on each interior side from street and golf course.

Screening shrubs should be evergreen.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# RETAINING WALLS

RESIDENTIAL

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## OBJECTIVE/GOAL

To provide for consistency of architectural design, materials, and location.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, **NO APPLICATION IS REQUIRED.**

The work being performed as maintenance to a wall previously approved by the Architectural Control Committee or the Las Colinas Association staff for the specific property.

The masonry retaining wall being replaced has been previously approved by the Architectural Control Committee or the Las Colinas Association staff for the specific property.

The replacement retaining wall is:

1. In the same location.
  2. The same height.
  3. The same material.
  4. The same color.
- 

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM** AND STAFF MAY REVIEW AND APPROVE YOUR APPLICATION.

1. Wall is made of a masonry wall system.
  2. Wall is less than 48" in height.
  3. Does not encroach into easements.
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# RETAINING WALLS

## RESIDENTIAL

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

### Retaining walls:

1. Are over 48" in height.
2. Are constructed of materials which are non-masonry.
3. Encroach easements.
4. Are mixed use of materials and/or colors.
5. With ornamentation.
6. Result in major alterations to approved landscape plan.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. Site plan showing:
  - a. Wall location.
  - b. Property lines.
  - c. Easements.
  - d. Spot grade elevations.
  - e. Footprint of structures.
  - f. Fence locations.
2. Height and cross-section design (walls over 48" high require to be engineered – in Hackberry Creek walls over 30" high require to be engineered).
3. Materials.
4. Design.
5. Finish and colors.
6. Drainage methods.



# RETAINING WALLS

RESIDENTIAL

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## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Only masonry type retaining walls are permitted including:

1. Pre-fabricated stone.
2. Concrete.
  - a. Reinforced.
  - b. Faced with finish material.
3. Concrete block.
  - a. Reinforced.
  - b. Faced with finish material.
4. Natural stone.
5. Brick.

If landscaping is modified as a result of wall construction, a revised landscape plan must be submitted.

Wooden retaining wall maintenance is limited to 25% or less.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# ROOFING – COMPOSITION SHINGLES

COMMERCIAL – MULTI FAMILY

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## OBJECTIVE/GOAL

To provide an architectural, maximum definition appearance for composition shingles, give property owners flexibility in make and color, and protect the aesthetic values of Las Colinas.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, **NO APPLICATION** IS REQUIRED.

If the roof being replaced has been previously approved by the Architectural Control Committee for the specific property.

If the replacement roof:

- a. Is identical in color.
  - b. Is by the same manufacturer.
  - c. Has the same architectural, random tab design.
  - d. Has a minimum warranty period of 40 or 50 years, which ever is readily available on the market for the product.
- 

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR COMMITTEE APPROVAL.

If the composition shingles:

- a. Are defined as laminated asphalt and/or fiberglass in construction.
  - b. Are of an architectural, random tab design.
  - c. The roofing material exhibits maximum definition.
  - d. The minimum warranty period is 40 or 50 years, which ever is readily available on the market for the product.
- 



# ROOFING – COMPOSITION SHINGLES

COMMERCIAL – MULTI FAMILY

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

If the composition shingles:

- a. Have a warranty period less than 40 years.
- b. Are not an architectural, random tab design.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- o Composition roofing specifications including material sample, color, manufacturer, and length of warranty period.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Composition shingles may be used **only** in the following deed restricted areas:

- Vistas at Hackberry Creek Apartments – S.D. 41
- Beaver Creek Apartments – S.D. 47
- Rosemont Apartments – S.D. 52
- Santa Rosa Apartments – S.D. 53
- Arbors at Las Colinas Apartments – S.D. 55
- Hackberry Creek Apartments – S.D. 55

Maximum definition shall be defined as exhibiting a raised profile look: varied levels of visual depth and texture that give a dimensional appearance.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# ROOFING – COMPOSITION SHINGLES

RESIDENTIAL

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## OBJECTIVE/GOAL

To provide an architectural, maximum definition appearance for composition shingles, give property owners flexibility in make and color, and protect the aesthetic values of Las Colinas.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, **NO APPLICATION** IS REQUIRED.

If the roof being replaced has been previously been approved by the Architectural Control Committee for the specific property.

If the replacement roof:

- a. Is identical in color.
  - b. Is by the same manufacturer.
  - c. Has the same architectural, random tab design.
  - d. Has a minimum warranty period of 40 or 50 years, which ever is readily available on the market for the product.
- 

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL.

If the composition shingles:

- a. Are defined as laminated asphalt and/or fiberglass in construction.
  - b. Are of an architectural, random tab design.
  - c. The roofing material exhibits maximum definition.
  - d. The minimum warranty period is 40 or 50 years, which ever is readily available on the market for the product.
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# ROOFING – COMPOSITION SHINGLES

## RESIDENTIAL

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

If the composition shingles:

- a. Have a warranty period less than 40 years.
- b. Are not an architectural, random tab design.
- c. Are changing color from the previously approved shingles.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- Composition roofing specifications including material sample, color, manufacturer, and length of warranty period.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Composition shingles may be used **only** in the following deed restricted areas:

Millswood – S.D. 5  
University Hills (south of Northgate Blvd.) – S.D. 33  
Hackberry Creek Village – S.D.'s 50, 65, 66, 67, 71, and 72  
Mandalay Place – S.D. 52  
University Park – S.D. 56  
Hunters Ridge – S.D. 182  
Emerald Valley – S.D. 101  
Cottonwood Hills – S.D. 89

Maximum definition shall be defined as exhibiting a raised profile look: varied levels of visual depth and texture that give a dimensional appearance.



# ROOFING – COMPOSITION SHINGLES

RESIDENTIAL

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Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



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# SIGNAGE - BANNERS

COMMERCIAL

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## OBJECTIVE/GOAL

To minimize the visual impact of banners on neighboring properties and to protect the aesthetic values of Las Colinas.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR APPROVAL.

Copy is limited to:

- a. "Now Hiring"
- b. "Open"
- c. Logos are not permitted.
- d. Copy of Business name while permanent sign is fabricated.

Dimensions:

- a. Maximum height – 48 inches
- b. Maximum width – 10 feet or 30% of storefront whichever is less
- c. Maximum letter size – 36 inches

Material:

- a. Vinyl covered canvas with double stitch reinforcing around the outside.

Color:

- a. Background – "white"
- b. Copy – one color to be determined by applicant

Location and number of banners:

- a. Banners are to be located no higher than the first floor spandrel and in a location that does not cover other architectural elements such as doors, windows, permanent signs, etc.



# SIGNAGE - BANNERS

## COMMERCIAL

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- b. Only one (1) banner may be placed on a building elevation per tenant space with a maximum of two (2) banners per tenant.

### Display period

- a. "Now Hiring" banners may be displayed for a maximum of fourteen (14) calendar days prior to opening. Banners must be removed prior to the day of opening.
- b. "Open" banners may be displayed for a maximum of fourteen (14) calendar days from the day of actual opening. Banners may not be displayed prior to the day of opening.
- c. "Business name" banners may be installed for a maximum of thirty (30) calendar days while permanent sign is being fabricated and installed.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

Special event banners  
Architectural banners  
Pole mounted banners of any kind

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- Banner specifications including material, colors and size of copy.
- Copy
- Building elevation showing location and indicating the method of mounting.
- Dates for installation and removal.



# SIGNAGE - BANNERS

COMMERCIAL

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## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Refer to the most current Fee Schedule for the fee associated with banner submissions.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# SIGNAGE - TEMPORARY LEASE / FOR SALE

COMMERCIAL

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## OBJECTIVE/GOAL

To provide a consistent appearance for marketing signage, give property owners flexibility in copy, protect the aesthetic values of Las Colinas, and provide for annual review of existing temporary signage.

## REVIEW PROCESS

IF YOUR SIGN MEETS THE FOLLOWING CRITERIA, **NO APPLICATION IS REQUIRED.**

Changes in copy that meet the “Copy” requirements for “New Sign”:

- a. Upper panel: Standard “Las Colinas” logo utilizing 9 inch high upper case letters and 6 inch high lower case letters in CG Omega Bold (See illustration ‘B’).
- b. Lower Panel: copy to be determined by applicant but limited to “property identification”, “owner” and “broker” information, “for lease” or “for sale”, and “space” or “acreage” available.

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IF YOUR SIGN MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM**. STAFF WILL REVIEW IT, PLACE IT ON THE CONSENT AGENDA, AND PRESENT IT TO THE ARCHITECTURAL CONTROL COMMITTEE FOR COMMITTEE APPROVAL.

### New Sign

Property Status:

- a. The property on which the sign is to be located must be actively marketed.
- b. If being leased, there must be a minimum of 10% vacancy.



# SIGNAGE - TEMPORARY LEASE / FOR SALE

## COMMERCIAL

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### Design:

- a. See illustration 'A'

### Dimensions:

- a. Overall:
  1. 12 feet high from existing grade to top of post.
  2. 4 feet wide measured from inside to inside of posts.
- b. Upper panel:
  1. 1'-9" high
  2. 4'-0" wide
- c. Lower panel:
  1. 6'-3" high
  2. 4'-0" wide

### Color:

- a. Posts: "Black" with "Black" ball caps.
- b. Upper panel: "Gray" (PMS 431) or "Teal Green" (PMS 328), with "white" copy.
- c. Lower panel: Background color and copy color to be selected by the submitting party.

### Copy:

- a. Upper panel: Standard "Las Colinas" logo utilizing 9" high upper case letters and 6" high lower case letter in CG Omega Bold (see illustration "B").
- b. Lower panel: Copy to be determined by applicant but limited to "property identification", "owner" and "broker" information, "for lease" or "for sale", and "space" or "acreage" available.

### Material:

Metal construction is required for all temporary lease / for sale signs in Las Colinas.

- a. Metal
  1. Posts: 4", 14 gauge steel set in concrete.
  
  2. Panels: Minimum 1/8" Dibond.



# SIGNAGE - TEMPORARY LEASE / FOR SALE

## COMMERCIAL

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3. Framing: 1.25" angle iron.

### Location and number of signs:

- a. Temporary lease / for sale signs are to be located a minimum of 15' from the property line and in all cases a minimum of 25' from the street curb line.
- b. Sign location is not to be in violation of City of Irving, Texas sight easements.
- c. Only one (1) sign may be placed adjacent to a street frontage with a maximum of two (2) signs per property.

### Renewal of previously approved sign

#### Sign:

The sign must be in compliance with "**New Sign**" requirements above.

#### Maintenance:

Signs must be maintained to reflect a professional appearance. They must be vertically straight. The paint including copy must have a fresh appearance. The fabrication materials are to be in good condition and the sign should need no repairs.



# SIGNAGE - TEMPORARY LEASE / FOR SALE

COMMERCIAL

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

No other temporary lease / for sale signs will be considered.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

- Sign specifications including material, colors, size of copy.
- Copy
- Scalable site plan showing sign location(s).

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

**Temporary lease / for sale signs are initially approved for a period not to exceed the end of the calendar year in which they are approved. Signs are required to be resubmitted for reapproval at the beginning of each calendar year. Requests to renew the approval of a sign must meet the same requirements as any other new temporary sign.**

Refer to the most current Fee Schedule for the fee associated with submission of initial temporary lease / for sale signage. There is no fee required for reapproval if the submission is made between November 15<sup>th</sup> and December 31<sup>st</sup>.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.





# Las Colinas

## EXHIBIT “B”

# SWIMMING POOLS

RESIDENTIAL

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## OBJECTIVE/GOAL

To assure consistency with respect to finish materials and compatibility with its surroundings.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM** AND STAFF MAY REVIEW AND APPROVE YOUR APPLICATION.

1. In-ground pool.
2. The pool is located within a completely fenced rear yard, located on an interior lot.
3. The pool does not encroach easements.
4. Pool equipment is screened from public view.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Golf course, green belt, or common area properties.
2. Major modifications to approved landscaping plans.
3. Lots with extreme grade conditions.
4. Enclosed pools.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. A site plan showing:
  - a. Property lines.
  - b. Easements.
  - c. Location of pool and pool equipment.



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# SWIMMING POOLS

## RESIDENTIAL

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- d. Dimensions.
- e. Spot grade elevations.
- f. Footprint of structures.
- g. Fence location (incl. type, height, and gates).
- h. Technical information.
2. Pool types (in-ground).
  - a. Structural.
  - b. Floating.
3. Materials.
  - a. Plaster type and color.
  - b. Tile.
  - c. Coping.
  - d. Deck.
  - e. Water features.
  - f. Walls.
4. Equipment screening if applicable.

## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

If landscaping is modified as a result of swimming pool construction, a revised landscape plan must be submitted.

Full lot coverage of irrigation must be maintained.

No above ground pools will be approved.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# WINDOW SHADE SCREENS, AWNINGS & SOLAR FILM

RESIDENTIAL

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## OBJECTIVE/GOAL

To assure architectural compatibility with the home and its surroundings.

## REVIEW PROCESS

IF YOUR PROJECT MEETS THE FOLLOWING CRITERIA, YOU MUST COMPLETE AN **APPLICATION FORM** AND STAFF MAY REVIEW AND APPROVE YOUR APPLICATION.

1. Uniform application to all windows on same elevation.
2. Material and color must be compatible with the exterior finishes of the home.
3. Application of screening material must maintain design integrity of the window to which it is applied.
4. Reflectivity of film application does not exceed 22%.

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FOR ALL OTHER PROJECTS, YOU MUST COMPLETE AN **APPLICATION FORM**. YOUR APPLICATION WILL BE REVIEWED BY STAFF AND THE ARCHITECTURAL CONTROL COMMITTEE OR DESIGNATED SUBCOMMITTEE APPLYING THE FOLLOWING GUIDELINES.

1. Application is to selected window only.
2. Screening or film is of unusual color, design, or material.
3. Reflectivity of film application exceeds 22%.

## APPLICATION CHECKLIST

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. Manufacturer's specifications.
2. Color and material sample.
3. Photograph or drawing of applied location(s).



# WINDOW SHADE SCREENS, AWNINGS & SOLAR FILM

RESIDENTIAL

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## COMMENTS

HERE IS SOME ADDITIONAL INFORMATION THAT MAY BE HELPFUL.

Divided-lite, or single-lite, appearance must be maintained.

Awnings should maintain the architectural style of the home including shape and color.

Reflectivity of applied film may not exceed 22%.

Application must comply with HOA standards.

Refer to the most current Fee Schedule for the fee associated with this submission.

All questions should be directed to the Las Colinas Association Plan Review Department by calling 972.541.2345.



# GLOSSARY

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## BASE TREE

Live oak, red oak, bald cypress, and cedar elm.

## BUILDING LINE

The point where the actual building begins. It may be the same as the 'setback line'.

## CALIPER INCH

Measurement of the thickness of a tree using a caliper instrument or measuring tape.

Caliper of all trees is to be measured at a point on the trunk 12" above ground level. For multi-trunk trees, the caliper of all trunks originating in the root ball are to be measured 12" above ground level and added together.

## COMPOSITION SHINGLE

Laminated asphalt and/or fiberglass in construction. Having an architectural, random tab design, and exhibits maximum definition.

## CORNER CLIP

A 45° angle constructed at the intersection of a driveway/alley, side street/alley, or side street/side street in order to provide a view corridor for traffic.

## ELEVATION

A scale drawing of the front, side, or rear of a structure.

## ENGINEERED (RETAINING WALLS)

Design of retaining wall system must be sealed or stamped by a registered Texas engineer.

## FINISHED SIDE (FENCE)

The side of the fence with the pickets only showing. Posts and rails are located on the opposite side of the finished side.

## FLOATING (SWIMMING POOL)

Using a shell (gunite) system.

## GAZEBO

A small, round, octagonal, or similarly shaped structure, usually roofed but open-sided.



# GLOSSARY

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## HARDSCAPE

Shall pertain to driveways, paths, sidewalks, walkways, and walls.

## HALYARD

Rope or cable used to raise or lower a flag.

## HOA

Home Owners Association

## MAXIMUM DEFINITION (ROOFING)

Exhibiting a raised profile look: varied levels of visual depth and texture that give a dimensional appearance.

## ORNAMENTATION (LANDSCAPE)

Yard art.

## PARAPET

A low protective wall or railing along the edge of a raised structure such as a roof or balcony.

## SETBACK LINE

The minimum distance required by declaration between a building and a property line or other reference.<sup>1</sup>

## SKIRTING

The border between ground level and the floor level of the deck or arbor.

## SPANDREL

The area on the exterior elevation between the top of the first and the bottom of the second floors.

## SPOILAGE

Soil removed from excavation.

## SPOT GRADE

The elevation height of property at a specific point.

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<sup>1</sup> Means Illustrated Construction Dictionary, Construction Consultants & Publishers, 1985, p. 448.

# GLOSSARY

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## STRUCTURAL (SWIMMING POOL)

Using a pier and beam foundation.

