

# MITCHELLS

# Run

15<sup>th</sup> March, 2004

Dear Mitchells Run Purchaser

**RE MITCHELLS RUN DESIGN GUIDELINES  
DESIGN APPROVAL PROCESS**

As of 1<sup>st</sup> April, 2004, the Design Approval process at Mitchells Run will undergo substantial administrative changes. We believe the outcome of these changes will ensure more efficient processing of your home design, whilst continuing our commitment to quality housing at Mitchells Run.

The Design Approval Committee (DAC) which oversees the process will not change and will continue to be chaired by Dacland Management in its capacity as the Project Manager at Mitchells Run. The DAC will continue to be comprised of the Whittlesea City Council-approved experts in Urban Design and Architecture as consultants to the process as well as Dacland Management.

The process has been streamlined so as to offer purchasers two types of enquiry which can be made directly to the DAC at any time after land purchase – **preliminary conditional approval application** and **final DAC approval**. We encourage purchasers to make use of these opportunities to check the appropriateness of their designs prior to committing to any building contract.

**Contact Details & Design Submission**

The DAC Office is to be relocated as follows:

<b>Postal Address</b>	Design Approval Committee Mitchells Run Level 1, 178 Ferrars Street, South Melbourne, VIC 3205
<b>Contact Name:</b>	Ms Susannah Bailey
<b>Telephone Number: Facsimile Number:</b>	03 9696 8245 03 9682 4233

At other times, the DAC will be processing submissions and will not be available to take telephone calls. This is to reduce the amount of telephone activity outside of these times, therefore decreasing the turnaround time of submissions.

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### DESIGN REVIEW PRINCIPLES

Home designs are considered a critical element in the overall context of Mitchells Run. Although the Design Guidelines have been developed with as much flexibility as possible to allow for a variety of home styles, there are some elements of the guidelines which must be consistently applied for the assurance of all purchasers.

- **Building Envelopes:**

The building envelopes are a part of the Mitchells Run Planning Permit. Any alteration to the envelopes is required to be approved by Council as an amendment to this Permit.

On some occasions, such as crossover relocations, some corner blocks and some irregular blocks, Council have been approached to change the envelope. However, the vast majority of the allotments have consistent envelopes which are to the advantage of all purchasers.

As such, the application of the building envelope to each home within the subdivision will be thoroughly observed.

- **Site Specific Design:**

The Design Guidelines advocate the site specific configuration of each home design to be tailored to the site opportunities and constraints.

The DAC has noticed a prevalence of project homes being constructed within the subdivision. Whilst we understand the benefits of these types of homes and particularly the cost savings they can deliver, the limited ability of these homes to be altered to fit a specific site can be problematic.

Home designs at Mitchells Run are rarely refused outright as we make it our objective to offer design solutions and alterations which will achieve the aims of the guidelines. Therefore, it is necessary for purchasers considering project homes to ensure that their selected home of choice is able to be modified to comply with the guidelines requirement for site specific design.

- **DAC Decisions**

The DAC is able to determine the appropriateness of a home design at Mitchells Run through Condition 17 of the Planning Permit for Mitchells Run. The Design Guidelines have been approved by Whittlesea City Council as part of the Design & Development Overlay 1 which is outlined in the Whittlesea Planning Scheme and impacts on the entire development. The Mitchells Run Design Guidelines are the approved "Design & Development Plan" as required under this overlay.

Any DAC decision which is disputed by a purchaser at Mitchells Run may be taken to Council to obtain a planning permit in the usual manner. It should be mentioned, however, that the Guidelines were developed in close consultation with Council during the planning and design stage of this estate, and have been approved by them accordingly.

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### DESIGN REVIEW KEY CONSIDERATIONS

The DAC have considered a large number of allotments to date, and have isolated 5 elements of design which are of particular importance when considering approvals at Mitchells Run:

1. **Roof treatments** – it is most important that the roof of a home does not dominate the dwelling. Features such as dormer windows, dutch gables, broken rooflines and so on add interest to the roof and detract from large spans of plain roof;
2. **Ceiling heights** – another problem which results in a dominant roofline is the impact of ceiling heights. Low ceiling heights of 2400mm result in a “mushroom” effect in which the home is too low for the largeness of the roof. As such, 2700mm ceiling heights are recommended.
3. **Eaves** – given the propensity of neo-classical design, the importance of eaves from an aesthetic AND energy viewpoint are increased. It will be policy for homes to have 450mm eaves except in circumstances whereby, in the opinion of the DAC experts, the architectural integrity of a design will be compromised by their addition.
4. **Verandahs** – with porticos being discouraged, the verandah provides an excellent opportunity to provide an entrance to the home, whilst still maintaining the theme of Mitchells Run. The verandah also provides interest to the roof as outlined in points 1 & 2 above.
5. **Preferred Exterior Cladding** – the exterior cladding to a home should be of the types outlined in the Guidelines. Of the more popular forms of cladding, the following are considered appropriate:
  - a. Weatherboard;
  - b. Brickwork with heritage banding or polychrome quoining to building and window edges;
  - c. Composition of cement render and face brickwork.

The above elements are considered to be of critical importance to each design, in particular those homes which require tailoring from a display-type house to a site specific home. The DAC, however, will continue to consider each submission on its merit. As such, whilst the above points are considered important, there is no “prescription” for approval, and each home must integrate the objectives of the guidelines in order to achieve DAC approval.

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### Preliminary Design Review

Prior to signing a contract with a builder, purchasers are encouraged to send their preferred home to the Committee for preliminary review. The DAC response will offer advice on the following:

- Preliminary review of façade & floor plan against guidelines & envelopes;
- Check of housing style against already approved styles within the immediate vicinity (it is Mitchells Run policy that identical homes should be altered sufficiently to minimize similarity. The level of alterations shall be based on proximity to similar house);
- Provision of suggested alterations (if any) required to meet the guidelines;
- *Conditional* approval subject to final submission of full plans & documentation (in line with Mitchells Run Design Guideline Checklist).

Although this service has been in place previously, this formalization is to provide purchasers with a designated pre-approval which can minimize any unforeseen problems further along in the process. It should be noted that once a Preliminary Design Review Application is made, the home design which gains conditional pre-approval will be reserved for that allotment.

Pre-approval is conditional on the design being altered to meet any requirements of the DAC. For approval of the final submission, the final design must be consistent with the pre-approved preliminary plans. The final submission must also include a 5 star energy rating certification, and materials and finishes to the satisfaction of the DAC.

In order for a preliminary submission to be considered for pre-approval, it must consist of the following as a minimum.

- A letter detailing the lot number, purchaser name, and contact details for return correspondence (this can be the purchaser OR their representative).
- Site plan showing lot location & boundaries, building envelope, garage envelope & house location;
- Floor plan showing full details of layout including any outdoor structure(s);
- Façade elevations fronting any street or park. I.e. If on a corner block, 2 elevations required;
- Any additional information regarding which may assist in the assessment.

The following timeframe deals with the estimated processing time for the above:

<b>ACTION</b>	<b>DURATION</b>	<b>TOTAL DURATION (working days)</b>
Submission of Plans & Registration onto DAC database	2	2
Review of plans and DAC consultation	2-5	4-7
Return correspondence and advice	2	6-9

Plans submitted should be at least A3 in size unless an express arrangement is made with the DAC.

See the checklist overleaf:

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LOT #:.....

PURCHASER NAME: .....

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**CONTACT DETAILS:**

CONTACT NAME:.....

CONTACT  
TELEPHONE:.....

CONTACT  
ADDRESS:.....

.....

CONTACT FAX:.....

CONTACT EMAIL:.....

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**INFORMATION SUPPLIED:**

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SITE PLAN WITH BUILDING & GARAGE ENVELOPES, LOT BOUNDARIES AND BUILDING FOOTPRINT

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FLOOR PLAN(S)

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RELEVANT FAÇADE(S)

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OTHER INFORMATION (PLEASE SPECIFY)

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DATE SENT:.....

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### Full Submission to the DAC

The full submission must include all items on the checklist found in the Mitchells Run Design Guidelines. The following timeframe is the expected processing of a final submission based on the same plans having already received preliminary pre-approval:

ACTION	DURATION	TOTAL DURATION (working days)
Submission of Plans & Registration onto DAC database	-	-
Review of plans against previous submission <sup>1</sup>	2	2
DAC Meeting for final approval <sup>2</sup>	3-12	5-14
Plans registered as approved on DAC database & response sent to purchaser	2	7-16

<sup>1</sup> – If plans are able to be recommended to the DAC for approval, they will be placed on the agenda for the next DAC Meeting; if the plans are not able to be recommended for approval, requests for amendments will be sent to the purchaser immediately

<sup>2</sup> – DAC Meetings are held fortnightly on Fridays. Plans ready for recommendations up until the Wednesday prior to the Meeting will be placed on the agenda; otherwise plans will be placed on the following meeting's agenda.

We would like to highlight that home designs which have not received preliminary pre-approval would have a further registration time of 2 days and design review of 5 days added onto this time. Therefore a full submission which has not been through the preliminary process would require a minimum of 14 and a maximum of 23 working days to be approved – provided the plans are able to be recommended for approval.

The DAC recommend that you take advantage of the preliminary review opportunity which provides an upfront assessment of a proposed home and removes the possibility of unfortunate surprises on the full submission of your plans.

We believe that the above process will result in the faster processing of Design Approval Submissions. However, we are also committed to providing the same level of diligence on each allotment to ensure that every purchaser at Mitchells Run knows that the ongoing value of their investment is being protected by the quality of housing constructed.

Yours faithfully,  
DACLAND Management Pty. Ltd.