

Design Guidelines



Officer Fields

Life as it should be.

Welcome to Officer Fields.



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Please submit applications via email to mike@urbtech.com.au

All documents must be in PDF format.
The DRP will endeavour to assess proposals within 10 business days.

For further enquires contact the DRP on 0413 137 465

Michael Purcell
Urbtech Management
Design Review Panel (DRP)
1304/20 Rakaia Way
Docklands VIC 3008

Introduction

1.1 Purpose

Officer Fields has been carefully designed to seamlessly connect you to your neighbourhood and support the lifestyle you've always wanted. YourLand's vision for great streets includes complimentary and well – designed homes with high quality front yard landscaping.

The Officer Fields Design Guidelines ("Guidelines") have been created to ensure a coherent vision for the Officer Fields community is achieved. Developed to enhance the lifestyle and investment of Purchasers, the Guidelines are designed to ensure all homes at Officer Fields are built to a high standard.

The Guidelines will assist in providing you with peace of mind that your investment will be enhanced in the future. All development must be in accordance with the design guidelines.

1.2 Operation

The Design Review Panel ("DRP") will comprise an estate design compliance manager Urbtech Management and a representative of YourLand Developments ("The Developer"). All proposed building works including houses, garages, outbuildings and fencing shall be approved by the DRP in relation to these Guidelines prior to seeking a Building Permit.

In considering designs, the DRP reserves the right to waive in part or in whole compliance with these guidelines for particular circumstances, and approve or refuse any design based on architectural merit, to allow innovative designs to be considered. In the event the DRP approves a variation or provides dispensation in the application of the design guidelines, this will not set a precedent nor imply that such action will apply again. The Guidelines are subject to change by The Developer at any time without notice. All decisions regarding these Guidelines are at the discretion of the DRP.

The Design Guidelines are supported by a Memorandum of Common Provisions ("MCP") and Building Envelope Plan ("BEP"). These documents will provide additional information that may be specific to your block of land, such as special building requirements facing open space or a corner.

These guidelines will be effective over the period nominated on the applicable plan of subdivision, after which controls will revert to any applicable legislative requirements at that time. These guidelines are in addition to, not in lieu of, any other Government requirements. Design review does not replace the need for a building permit or planning permit. In some circumstances additional planning scheme controls may require future land owners to obtain a planning permit.

For assistance, please contact Cardinia Shire:
<https://www.cardinia.vic.gov.au/>

1.3 Submission & Approval Process

Prior to the commencement of your home you must submit to the DRP copies of the following drawings in PDF format for approval:

- Site plan identifying the location of your house on the allotment and relevant setbacks from all boundaries, driveway & fencing location & details
- Floor plans and all elevations dimensioned of the house & roof plan
- External structures including levels
- External materials and colours including colour swatches of all external materials proposed
- Private open spaces with dimensions
- Landscaping.

The DRP will endeavour to assess proposals within 10 business days. Please send applications to mike@urbtech.com.au. The process for obtaining design approval for your plans is set out in the following steps:



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2.1 Construction of your Home

Construction of your home must commence within 12 months of settlement. While your lot is vacant you must keep it presentable and free of weeds and rubbish. Building works must be completed within 12 months of their commencement. Incomplete buildings are not to be left for more than 3 months.

The Purchaser must at its own costs after the Settlement Date:

- Maintain the lot, including maintenance of weeds/grass;
- Erect a temporary fence around the boundary of the lot. This is to be installed once settlement of the Lot occurs and is to be retained until construction of the dwelling is completed; Temporary fencing must be maintained to ensure it has not fallen over and presenting as a hazard;
- Ensure any rubbish or refuse (including builder's waste) is kept in proper bins or skips which are not overloaded and are regularly serviced. Skip bins are to be placed inside the Lot boundary and should not be located on nature strips;
- Ensure that materials, refuse, other goods or stockpiles of soil or other excavated materials have been adequately and aesthetically screened when viewed from any adjoining roads or access pathways;
- Ensure all buildings and other structures constructed on the Land are maintained in a good state of repair both structurally and cosmetically.

2.2 Siting Orientation: Building Envelopes & Setbacks

Building envelopes have been created for all allotments and can be found within the Memorandum of Common Provision ("MCP") on the Certificate of Title. The Building Envelope will determine the boundary setback and siting requirements of your allotment.

All setbacks must comply with the Building Envelope, and generally means:

- Where a setback requirement is not specified by the Building Envelope, ResCode must be complied with.
- Garages must be setback a minimum of 5.0m from the street and 0.5m behind the dwelling front façade.
- Side setbacks must be a minimum of 1m from at least one side boundary and 2m from a secondary street boundary.
- All dwellings are required to have at least one front entry porch, portico or veranda of at least 3m² in area and a maximum of 3.6m in height.

Only one dwelling is permitted per allotment and lots may not be further subdivided unless otherwise specified on the Plan of Subdivision.

All lots under 300m² in size are subject to the 'Officer Small Lot Housing Code' and must adhere to the requirements. Please contact Cardinia Shire Council for further information.

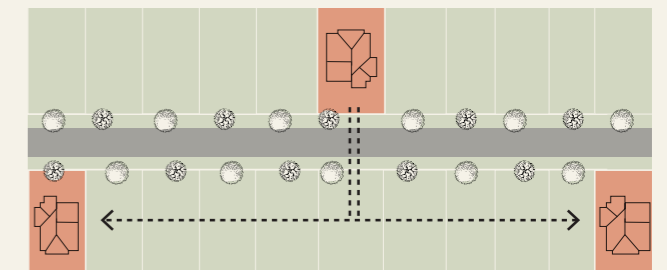
2.3 Architectural Style

The appearance of dwellings should provide a degree of sophistication and variety ensuring the creation of pleasant, dynamic streetscapes. Facades must include articulation of the built form, varying materials, windows, and door openings.

A minimum ceiling height of 2.55m is required for all single storey dwellings, and the ground floor of double storey dwellings.

All dwellings are required to have at least one front entry porch, portico, balcony or veranda of at least 3.0m² in area with a minimum depth of 1.5m, unless otherwise permitted by the Officer Small Lot Housing Code.

Dwellings with identical facades must be separated by a minimum of 5 house lots in any direction of the original lot. Only once a full set of plans has been approved will the restriction commence on the neighbouring 5 house lots.



Example of how the DRP may assess similar facades. You cannot have a similar facade to the blue lot if you are building on a red lot.

2.4 Materials & Colours

The front façade must contain at least 2 of the following contrasting materials:

- Face brick
- Render
- Stone
- Weatherboards or other composite cladding material
- Tiles

Other materials may be permitted at the discretion of the DRP.

Lightweight materials are not permitted above openings where visible from a public area, including above garage doors. Materials above garage door openings must be brickwork, masonry or render finish to match the primary façade.

Vibrant, bright or fluorescent colours are discouraged unless used to accentuate architectural elements. Approval is at the discretion of the DRP and will be considered on architectural merit.

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2.5 Corner Allotments & Lots adjoining Public Open Spaces

The dwelling design must address both the primary and secondary street frontages or public reserve and be of a consistent architectural design.

Dwellings on a corner lot must include:

- Design elements (such as verandas, detailing, feature windows & materials) used on the primary frontage must continue on that part of the secondary frontage that is visible from the public realm. The façade elements must wrap around the second frontage, providing an appropriate corner feature for a minimum of 4m.
- As a minimum a window of at least 1.5m² must remain visible at each level of the home, forward of the side boundary fence on the secondary street or reserve frontage.
- For lots which front both the street and an open space reserve, the proposed residence must address both the street and the public open space, via articulation of the built form including varying materials, window and door openings. Blank walls along the reserve frontage are not permitted.
- For lots directly abutting the gas easement, fencing must not exceed 1.5m in height.

For double storey dwellings located on corner lots, the side wall of the first level (upper storey) facing the secondary (side) street frontage, must not be constructed:

- With a setback less than 900mm from the ground level (lower storey) wall that faces the secondary (side) street, or
- With less than 30% glazing for the area of the wall and the remainder of the wall being constructed in contrasting material finishes to that of the ground level (lower storey) wall.

Dwellings adjoining Public Open Space or Reserves

- Dwellings must include, at a minimum, two habitable room windows at the ground and first floor along the boundary adjoining the public open space or reserves.
- Elements of the front façade for at least 6m of the façade facing the public open space areas
- Return pergolas, porticos, porches, verandas and balconies are encouraged
- Garages must be located adjacent to the side boundary of the lot but are not permitted adjacent to boundaries abutting open space.

2.6 Roofing

It is required that each dwelling uses a combination of hips or gables to articulate the roofline. Some forms of contemporary architecture, flat and skillion roofs will be considered on architectural merit.

Where a pitched roof is proposed:

- A combination of hips or gables must be used to articulate the roofline.
- The roof must have a minimum pitch of 22.5 degrees.
- For single storey homes a minimum 450mm eaves to the front façade must be provided, with a minimum 2m return along the side elevations (except where parapets and walls are proposed on boundaries).
- Dwellings on corner lots must also include eaves to both street elevations.
- For double storey homes a minimum of 450mm eaves are required for all upper level faces of the Dwelling.
- Integrated housing developments will be exempt from eave requirements.

Where a roof is proposed flatter than 5 degrees, the roof must be concealed from the street or open space by a parapet wall.

Roof material must be coloured masonry, slate, terracotta tiles, or colourbond. Other non-reflective materials may be considered. Gutter colours are to match the roof colour.

The final decision regarding roof design will be at the discretion of the DRP.

2.7 Garages & Driveways

All lots must provide an enclosed garage for at least one vehicle. Garages must be constructed within the Building Envelope and must be setback a minimum of 0.5m behind the dwelling line and a minimum of 5.0m from the front boundary.

Garages must be incorporated into the main roofline of the dwelling to reduce the visual impact the garage has on the façade.

For dwellings constructed on corner lots, garages must be located on, or close to a side boundary that adjoins a neighbouring lot.

One garage is permitted per allotment, and the size of garages must conform with the below requirements:

Lots over 12.5m in width:

- Single: garage openings must not exceed 40% of the dwelling frontage.
- Double: garage openings must not exceed 25% of the area of the front façade of any dwelling.

Lots under 12.5m in width:

- Garage openings must not exceed 25% of the area of the front façade of any dwelling. Lots Subject to Officer Small Lot Housing Code:

Garage openings size must be in accordance with the Officer Small Lot Housing Code. When designing garages, consideration must be given to the screening of boats, caravans and trailers and for 'drive-through' access to the rear yard.

The garage door is a key visual element of the streetscape and doors facing the street must be panelled and of a colour which complements the dwelling. Roller doors are not permitted to the street frontage.

Car ports (open sided garages) are not permitted.

Only one crossover is permitted per lot. Driveways must be fully constructed prior to a certificate of occupancy being issued and be constructed of coloured concrete, exposed aggregate or textured finish. Driveway widths must not exceed 3.5m width at the street frontage, but may taper thereafter to align with garage widths. Driveways must be set minimum 300mm off the side boundary to allow for a planting strip along the side boundary of the property.

Driveways must be constructed from a hard surface material such as expose aggregate, concrete, segregated brick, slate, natural stone pavers or coloured through concrete. Plain concrete is not permitted.

For dwellings adjoining Public Open Space or Reserves, garages must be located adjacent to the side boundary of the lot but are not permitted adjacent to boundaries abutting open space.

2.8 Fencing

Side and rear boundary fencing must be constructed from capped timber palings with a 150mm plinth, timber capping and exposed posts (125mm x 75mm) to a height of 1.8m above natural ground level.

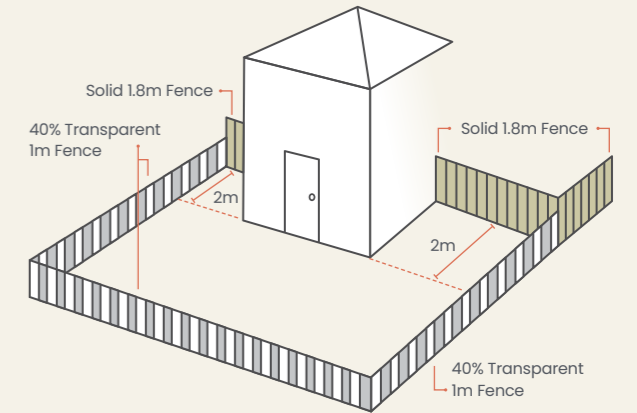
Where front fencing is proposed, fencing must not exceed 1m in height and be at least 40% transparent and must be connected with side fencing. The design location and detail of front fencing must be approved by the DRP. The fence should be complimentary to the dwelling, and constructed from high quality and durable materials, such as masonry pier with steel pickets or timber posts with steel cables.

Fencing forward of the building line may match the Front Fencing style or the side boundary fencing, provided the height does not exceed 1.0m

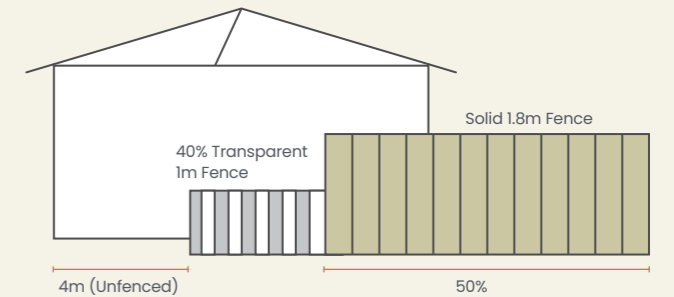
Side fencing must terminate 2m behind the dwelling line. Fencing must return from side boundaries at 90 degrees to abut the dwelling. Gates may also be included where required. All wing fences and gates must be constructed to match the boundary fencing, or from a complimentary timber style such as merbau slats.

Colourbond metal sheeting or tubular steel "pool" fencing is not permitted.

Fencing must be constructed within 90 days of issue of Certificate of Occupancy.



Dwellings constructed on corner lots (or adjoining Public Open Space or Reserves) must be unfenced for a minimum of 4m from the front dwelling line. Solid fencing on corner lots (or adjoining Public Open Space or Reserves) must not exceed 50% of the lot length from the rear boundary. Remaining fencing may not exceed 1m in height and must be a minimum of 40% transparency.



For selected lots in key locations within the estate, YourLand may elect to construct fencing along the secondary boundary of a corner lot. This fencing cannot be modified or removed without prior approval.

2.9 Landscaping

Quality front landscaping enhances the positive impact your home has on the streetscape. For your garden to flourish, it is recommended that residents incorporate a variety of plants that are native and appropriate for the area.

Front yard landscaping (including all garden visible from the public realm) must be completed within 3 months of a certificate of occupancy being issued, unless otherwise agreed with the DRP. Regular maintenance is required and will keep your garden looking its best. Residents are also required to keep the nature strip, including any side nature strip for corner lots, trimmed and tidy with no excessive weed growth.

Landscape designs must include:

- A minimum of 1 canopy tree that will be at least 4m high at maturity within the landscaping design of the front yard. Inclusion of a canopy tree in rear gardens is recommended.

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- At least 50% of the front yard must be garden bed or lawn. Hard landscaping is any impermeable surface including driveways and paths and must not exceed 50% of the front yard. Artificial turf must not be used.
- Unsightly features, such as overly large/low quality garden ornaments or vegetable gardens, must not be installed in the front garden.
- A minimum allowance of 300mm for garden planting is required between the driveway and a side boundary. This does not apply when a crossover is constructed as part of a double crossover with the adjoining lot. Landscaping strips are not permitted between double crossovers.

Landscape designs are required to be submitted to the DRP for approval prior to commencing garden construction.

The DRP recommends minimisation of hardscape in the rear garden, and the installation of trees, to provide shading during the summer months.

2.10 Rainwater Tanks

For all lots over 300m², all dwellings must include a rainwater tank with a minimum capacity of 2,000 litres which is to be connected for use in the toilet and/or garden. Water tanks must not be visible from the public realm.

2.11 Letter Boxes

Letterbox colour and materials should be contemporary, visually consistent with the dwelling and the front landscape and must include clearly displayed address number. Location and style of the letterbox should be detailed on landscape/fencing plans submitted for approval by the DRP.

Single post supported letterboxes are not permitted.

2.12 Retaining Walls and Lots with Steep Topography

Where significant slope is experienced on a lot, dwelling design must be carefully considered. Dwellings must:

- Minimise cut and fill,
- Be integrated into the existing slope, and
- Mimic the natural fall of the land (i.e. Split level).

Retaining walls visible from the public realm must not exceed 1.2m in height and be constructed from painted sleepers, rendered or textured masonry material to DRP approval.

Where visible to the public realm, fences constructed on top of a retaining wall must not exceed a combined height of 2.9m.

Fencing constructed on top of a retaining wall (visible from the public realm) must be setback a minimum of 450mm from the inner edge of the retaining wall. The setback must be suitably landscaped and maintained.

2.13 Ancillary Items

Roller Shutters are not permitted on doors and windows visible from the public realm. Front security or fly screen doors must complement the style of the dwelling and not dominate the façade.

Utilities and services (such as hot water services, evaporative cooling units, water tanks, clothes lines and bin storage areas) must not be visible from the public realm.

Downpipe colours must not contrast with wall colour. Roof mounted evaporative cooling units must not be located on primary or secondary street elevations, must be low profile contour type, the same colour as the roof and located below the roof ridge line.

Solar panels visible from the public realm must be integrated with and mounted flat to the roof pitch, unless otherwise agreed in writing by the DRP.

Window furnishings to windows visible to the public realm must be installed prior to occupancy. Sheets, blankets, papers or similar materials are not permitted.

Outbuildings (such as shed or pergola) are to be located at the rear of the lot and not be visible from the street. The floor area must not exceed 10m² and be no more than 3m in height (if 1m off the boundary), or 2.4m in height (if within 1m of the boundary).

2.14 General

These design guidelines shall cease to burden any lot on the plan of subdivision 15 years from the date of settlement.





Officer Fields

Officer Fields Sales Office

Cnr Bayview Road & Princes Highway, Officer
(Entry via Bayview Road)

Site Location

Cnr Brown & McMullen Roads, Officer

P. 0419 695 816

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