

**BUILDING PLAN APPLICATION  
SUBMITTED IN ACCORDANCE WITH  
VOYAGEURS RETREAT  
DESIGN & LANDSCAPE GUIDELINES**



- A. Mail your complete application and two copies of builder-ready plans described in this document, together with a \$475 check payable to Architectural Resources, Inc. for the design review fee, to Voyageurs Retreat Architectural Review Committee, c/o Architectural Resources, Inc., 704 E Howard St, Hibbing, MN 55746.
- B. Your plan packet must include a Site Plan, Building Plan, and a Landscape Plan, each reflecting the detailed requirements outlined in Sections 2, 3 and 4 respectively.
- C. This complete application and a complete digital copy of your plan packet must also be emailed to Donny O'Brien at Donny@cagmn.com.
- D. The Architectural Review Committee (ARC), in consultation with its architectural firm, will determine if your application is complete. If the ARC deems that the application is incomplete or that additional information is required, you will be notified.
- E. The ARC will make a decision, or it may ask questions or offer comments on your application, within 30 days of receipt of your application and plan packet. Responses to minor comments may be addressed in written email form. Important issues will be addressed with plan changes before approval is given.
- F. Additions or changes to approved plans must be presented to the ARC for approval.

Applicant	Licensed Builder-Contractor
<b>Owner(s) Name:</b>	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Legal Lot Description:	
Date Submitted:	

# DESIGN AND LANDSCAPE GUIDELINES

## 1. GENERAL.

- 1.1 These standards, required by Section 8.1.3 of the Master Declaration and administered by the Architectural Review Committee (ARC) and approved by the Board of Directors, are intended to encourage integrated, uniform, harmonious, and compatible design solutions using site, building, exterior and landscape plans consistent with the character of the Voyageurs Retreat development in a Northwoods setting. The ARC may implement standards more stringent than those described in the master governing documents and existing guidelines provided they are not inconsistent with the architectural character and use as planned and developed. While these standards will assist builders and owners with their building design, they should not be considered as all encompassing, since each plan submission will be reviewed independently. Variables such as size and location of lot, site topography, other site features, views to and from the building site, lake frontage (if applicable), and adjacent properties should influence each design. Reporting to the Voyageurs Retreat Community Association's (VRCA) Board of Directors, the ARC – a permanent committee - is charged with assuring that the exterior and siting of each building meets minimum standards and that it is complementary to the surrounding settlement and the larger Voyageurs Retreat Community. These Design and Landscape Guidelines supplement the Master Declaration and provide a framework within which the ARC can make decisions.
- 1.2 **Plans Required.** The Design and Landscape Guidelines in this document are organized into sections based on the plan type. Plans will not be reviewed for consideration unless the following three plans are present: Site Plan, Building Plan, and Landscape Plan.
- 1.3 **Substantial Completion.** Exterior construction must be completed within one year from commencement.
- 1.4 **Variances.** In unique and extenuating circumstances where significant site challenges or other special conditions exist, and a feasible cost-effective engineering work-around is not possible, variances to the ARC Guidelines contained in this document may be granted by the ARC, in its discretion, provided any variance granted doesn't infringe any city, county, state or federal regulations or development agreement, and any variance granted does not impose a hardship upon other Owners. Variances issued, if any, are issued on a case-by-case basis.

## 2. SITE PLAN. Your Site Plan will detail the proposed location and overall dimensions of all structures and driveway, and is required for any lot clearing or grading that might occur prior to commencement of any construction project. The Site Plan must be prepared by a licensed surveyor, engineer or architect and should show the proposed topography of the area in two-foot contours, grade lines, as well as the location, setback dimensions and elevation of proposed structures, porches, decks, retaining walls and other material improvements, hard surfaces and grading. The Site Plan will reflect a plan to manage storm water and reflect the type of system, location and size of the storm water management system.

- 2.1 **Building Setbacks.** Front: 30' minimum from road right-of-way and 10' minimum from the vegetation line screening the dwelling from the common roadway, where possible. Sides: 10' minimum. Building siting must be sensitive to existing topography and vegetation and to adjacent homes and views.
- 2.2 **Shoreline Setback.** The construction, installation and placement of structures in proximity to the lake are subject to applicable city, county and federal governmental regulations, which generally provide that no structure may be placed within 100 feet from the ordinary high-water mark.
- 2.3 **Bluff Setback.** No structure may be placed within 30 feet of the bluff line.
- 2.4 **Garden.** Your Site Plan should include the location and size of a proposed garden and shall abide by the setback requirements in 2.1.
- 2.5 **Vegetation.** Your Site Plan submission will include the location of new vegetation and vegetation intended to be removed.
- 2.6 **Septic System.** If a subsurface sewage treatment (septic) system is required because the lot is not serviced by the municipal sewer system, it's location shall be detailed on your Site Plan. See Section 3.23 for more information on sewer lines.

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3. **BUILDING PLAN.** Your Building Plan will detail all construction projects including the house, garage, decks, porches, and ancillary buildings. Compliance with square foot minimums must be clearly identified. Porches, decks, basements and garage spaces are not included in finished square feet. The plan submitted with your application should be “builder ready” and complete in all material respects.

### 3.1 Minimum Square Feet.

- 3.1.1 Lake lot: 2.0 story home 2,000 square feet
- 3.1.2 Lake lot: 1.0 story home 1,000 square feet (minimum footprint)
- 3.1.3 Off-water lot: 2.0 story home 1,500 square feet
- 3.1.4 Off-water lot: 1.0 story home 750 square feet (minimum footprint)
- 3.1.5 Walk Out: If the grade of the lot and the proposed siting of the home suggest a walkout basement, finished square footage in a walkout basement will be included in total finished square footage referenced above subject to the following requirements: the proposed walkout elevation is 80% or more above grade and be comprised of at least 60% glass materials.

- 3.2 **Roof.** A 10/12 or steeper pitch for the main portion of the roof is required. The building is to have consistent roof pitches on all sides, although secondary roof planes (such as dormers or canopies) are permitted to have different pitches. Designs featuring canopies, dormers and roof windows and/or skylights are encouraged. Heavily-textured asphalt shingles, cedar shingles and shakes are preferred. High quality architectural steel roofing materials are permitted.
- 3.3 **Garage.** A minimum of a 2-stall garage must be built in conjunction with the construction of any home. No garage will be allowed that is not part of a building construction project that includes a primary dwelling. Garage roofs must also have a 10/12 or steeper pitch.
- 3.4 **Siding Materials.** Masonry, wood, logs, shakes, stone or brick is preferred and is required on all four sides. Fiber-cement siding (HardiPlank, LP SmartSide or equivalent) is acceptable. Steel, aluminum, fiberglass, vinyl, or form of composite is not permitted.
- 3.5 **Foundations.** Industry standard concrete foundations with walls of concrete block or poured concrete are required. The foundation plan included with your submission will include but not be limited to foundation wall thickness, footing depth and size, concrete type, foundation insulation thickness and type above and below grade.
- 3.6 **Building Materials.** Primary materials shall consist of high-quality materials such as wood, stucco, glass, architectural metals, or brick. Accent materials shall consist of high quality materials such as glass, metal, wood, stone, brick, stucco, concrete block, ceramics, and precast concrete.
- 3.7 **Window and Door Detailing.** Trim boards and/or detailing are required around all windows and doors on all four sides and must match the building style.
- 3.8 **Exterior Doors.** Patio or atrium doors at grade must have a patio or deck of at least 140 square feet in size. Patio or atrium doors above grade must have a small deck or a landing with steps leading to grade.
- 3.9 **Decks.** Must be consistent with the building style and should be designed as an extension of the building. Support columns must be sized to deck and building scale, and support underpinning shall be in compliance with building codes. Hand rail design must be consistent with the building's style. Future decks should be included in the plan submitted for approval, indicated as future construction.
- 3.10 **Design Style.** Country Traditional, Log Homes, Alpine, Northwoods, Scandinavian and Austrian theme homes are recommended. Except as may be approved by the ARC, no adjacent homes shall be of similar exterior design or color scheme.
- 3.11 **Exterior Materials.** You must detail the proposed materials and colors for all roofing, siding, stone, gutters, trim and exterior accents. Selections should be identified and described using pictures. An exterior color scheme compatible with the forest setting and building style, using earth tones, must be used.

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- 3.12 Driveway.** A driveway with a property line off-set is preferred. Hard surfacing with asphalt, concrete or other appropriate material is preferred but not required. One driveway no wider than 16 feet is allowed on each lot. If 2 or more lots are combined into a single lot, consideration will be given to approving a second driveway or a circle drive that allows access to the proposed home and/or a second garage structure. Circle drives that add a functional and attractive design element to the overall site, house and garage plan will be considered.
- 3.13 Outdoor Parking Area.** Must be located adjacent to the house. To the extent possible, it should be screened by landscape structures or plant material from the common roadway, and the patios, windows and views of adjacent homes.
- 3.14 Retaining Walls.** A 10' minimum setback from your property line is required. Encroachment on easements is prohibited. Use of natural stone, boulders and rock is preferred. Interlocking blocks are recommended but not required. All retaining walls must be shown on building elevations and site and landscape plans.
- 3.15 Fences.** Fences are prohibited. Approval will be granted by the ARC for appropriate fencing installed around the perimeter of a swimming pool.
- 3.16 Ancillary Buildings.** Ancillary buildings, regardless of their size and intended purpose, must be similar in design, cladding, color, and detailing as the primary structure, and require submission of a plan which is subject to approval from the Architectural Review Committee. Ancillary buildings designed to allow overnight occupancy (examples include but are not limited to living quarters above a free-standing garage, or a "bunk house" component of a sauna or other structure), are permitted only as part of a full, primary-dwelling plan submission.
- 3.17 Boathouses.** Boathouses are prohibited.
- 3.18 Kennels.** Kennels must be located adjacent to the house in the side or rear yards and within lot building limits. It must be constructed of same or similar appearing material as the house. Must be screened by landscape structures or plant material, from the common roadway, and the patios, windows and views of adjacent homes or lots.
- 3.19 Antennas.** Antennas must be installed so as to minimize visibility from the front of the lot and otherwise camouflage its appearance, unless such requirements would unreasonably delay installation, unreasonably increase the cost of installation, maintenance or use of the antenna, or preclude reception of an acceptable quality signal. Subject to the foregoing, the antenna must be located on or as close as possible to the house, and within the lot side or rear building limits. Installation shall be subject to all governmental laws, codes and ordinances.
- 3.20 Screening.** Outdoor parking, kennels, antenna, and air conditioning units must be screened by landscape structures or plant-tree material from the windows of adjacent homes, adjacent patio and deck areas, adjacent lots, and the common roadway. Your plan submission should include information regarding the size and type of screen intended and use materials consistent with the type of house materials.
- 3.21 Mail-Newspaper Boxes.** Must be of a standard design, compatible with the theme of the development. Specifications are available upon request.
- 3.22 Alternative Energy.** High quality solar panel arrays and/or rain water collection systems greater than 100 gallons will be considered by the ARC provided said installation is not visible from the road or from either neighboring lot. The submission must include photos of product, a site plan, cost, and the manufacturer.

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### 3.23 Sewer Lines and Pumps.

**3.23.1** Owners are required to connect the sewer lines serving their dwelling to the municipal system at the lot boundary. Owners are also responsible for the installation, maintenance, repair and replacement of a progressive cavity type sewage grinder pump in accordance with the specifications and requirements contained herein. Owners shall have the responsibility of assuring compliance with such specifications and applicable regulations. If Owner's lot is not serviced by the municipal sewer system, Owner is required to install a free-standing subsurface sewage treatment (septic) system. The septic system must be designed and installed in accordance with all applicable regulations including, but not limited to, St. Louis County Subsurface Sewage Treatment System Ordinance 61, and MNPCA Chapter 7080. The type, design, specifications, and proposed location of the planned septic system must be fully-detailed as part of your Site Plan referenced in Section 2.6

**3.23.2 Sanitary Sewer Specifications.** The sanitary sewer system serving the lots at Voyageurs Retreat is a pressure system rather than a gravity flow system. Each connection to the pressure system requires the use of a progressive cavity type grinder pump as distributed by Minnesota Pump Works, 1 Cannon Street West, Dundas, MN 55019, c. 612-910-1743, Toll Free: 877-645-8004, swensons@minnesotapumpworks.com. Equipment, materials and installation of your sewer connection must comply with all state and local codes and these specifications.

**3.23.3 Sewage Pump.** You must furnish and install, one Environment One Corporation Model DH071-124 or DH071-57 simplex progressive cavity sewage grinder pump unit. Selecting and installing the proper pump model is solely the Owner's responsibility in consultation with a licensed professional plumber. Pump specifications and technical data sheets are available by contacting the distributor in Section 3.23.1 or by contacting CAGMN. The entire assembly shall be U.L. listed. Also furnish and install an Environment One simplex alarm/disconnect panel including one 230-volt circuit breaker for pump power, one 115-volt circuit breaker for the alarm circuit, and audible and visual alarm monitor.

**3.24 Lighting.** Sources must be concealed with all light in shades of white. Colored lights during the holidays are permitted. No spillover of light can occur on neighboring lots and lighting must be shielded to prevent glare.

**4. LANDSCAPE PLAN.** Your Landscape Plan will detail the proposed plantings for areas disturbed during construction as well as other landscaping features.

**4.1 Preservation of Existing Vegetation.** It is expected much of the natural vegetation will be preserved to enhance the country character and preserve privacy between adjacent lots. No clearing shall be undertaken without approval from the ARC. No tree removal may be performed outside of the building envelope area, except for one maximum 25' wide view corridor where appropriate, and driveway access (see Section 3.12) between the house and road (or between house and Community land for shared driveway lots) and a yard/garden area (see Section 2.4). However, no tree six inches or greater in diameter located within 75 feet of the ordinary high-water level of the lake may be removed, unless dead or diseased. Within the building envelope area, every effort should be made to preserve trees, through creative building and drive siting. In particular, trees greater than 12" in diameter should be preserved wherever possible. No grading, construction or construction staging shall occur within the drip lines of trees 6" in diameter or greater that sit within setback or buffer areas. The dripline is the area below and within the outermost branches. This will help protect trees in the buffer areas from construction impacting their roots and killing them over time. Vegetative screening shall be preserved wherever possible. Clearing of existing shrubs and ground covers within setback and buffer areas shall be limited to 30% of the total lot area. This provision is intended to allow for pathways, small seating areas, dock and beach access areas (where applicable), and other passive outdoor use areas. All stumps from trees that are removed in accordance with these ARC Guidelines and applicable law shall be buried, burned or otherwise removed from the lot. Harvesting of dead or diseased trees is permitted. Owners are encouraged to leave wide shoreline buffer zones of un-mowed, natural vegetation and as much aquatic vegetation, especially emergent varieties such as bulrushes and cattails, intact as much as possible when obtaining access to the lake.

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- 4.2 Erosion Control, Grading and Yard Drainage.** Except for the building's foundation and immediate yard areas, the existing lot grade should remain undisturbed. Improvements and alterations such as excavating, filling, or grading within the shore impact zone, as defined by applicable governmental regulations, and below the ordinary high-water mark of the lake are subject to applicable governmental ordinances and regulations of the Minnesota DNR and may require approvals and/or permits issued by the St. Louis County, the Minnesota DNR and/or the US Army Corp of Engineers. Erosion control measures must be taken before any construction, excavating or grading takes place and must be maintained until all construction is complete in accordance with applicable governmental regulations. Erosion control plans may be required to be submitted to governmental authorities prior to the issuance of a building permit for certain lots. For your reference, the Minnesota Pollution Control Agency website publishes documents for new owners on how to manage sediment and erosion control. Their publications contain useful information regarding applicable erosion control measures that must be implemented in connection with the grading and construction of improvements to the lots. As a part of the required erosion control measures, lots must be graded to insure proper drainage. Your builder will help you create your storm water plan as part of your Site Plan. Maximum builder grades 3:1, 4:1 preferred.
- 4.3 Vegetation.** Vegetation removed but not replaced with like vegetation must be replaced with seed, sod or other vegetation, plantings, trees, shrubs or appropriate ground cover. Lawns, defined as non-native turf grass, whether installed by seed or by sodding and whether or not it is actively maintained, may be placed in setback or buffer areas. Owners are encouraged to plant species native to northeastern Minnesota throughout their lot, but especially outside the building envelope. Screening, where required, shall consist primarily of a vegetative or earthen buffer, using species native to the vicinity and employing existing grades where possible. No lawn may be placed on slopes of steepness of 3:1 (33%) or steeper. No species may be planted that appears on the Minnesota Noxious Weeds list (statutory rules 1505.0730 to 1505.0750). This includes those listed as "prohibited," "restricted" and "secondary," whether or not the species is actually restricted by law in the city or county. Your Site Plan submission must include the location of new vegetation and vegetation intended to be removed.

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## Change Control History

Version	Date	Section	Summary of Change
1	January 12, 2018	n/a	Reformatted entire document for ease of use and reading, added section references.
2	April 4, 2018	3.1; 3.8	Eliminated requirement for half story. Eliminated above grade deck size requirement.
3	May 12, 2018	3.23	Updated to reflect new pump models and distributor contact information.
4	January 10, 2020	Various	Miscellaneous changes recommended by ARI and others to improve the probability of approval during 1 <sup>st</sup> plan review. The changes focus on the requirements needed in the plan and application at initial submission. Section 3.12 Driveway requirements added.
5	January 29, 2020	3.1.5	A walkout basement provision, previously approved, was added back to the Design and Landscape Guideline document.
6	May 1, 2021	3.3 3.16	Added clarification stating garages are not allowed unless they are part of a full building plan that includes a primary dwelling.  The exclusion allowing Ancillary Buildings less than 250 square feet to be exempted from having to meet the design and Landscape Guideline requirements was eliminated and other clarification surrounding the intent and use of Ancillary Buildings was added.