



SAWTELL COMMONS

between the mountains and the sea



Enriching People's
Lives, since 1868



vision

'Sawtell Commons offers generous house allotments in a unique bush setting within minutes of the gorgeous Sawtell coastline. The community is rich with open space and retained natural features such as the Melaleuca forest and existing riparian corridor, providing a range of recreational opportunities for the residents and the broader North Bonville neighbourhood. Sawtell Commons is your perfectly positioned sanctuary, between the mountains and the sea'.

introduction

These guidelines have been prepared to assist you, your builder and designers to achieve high quality, modern and environmentally sustainable built form that will complement and reflect the diversely rich environment which the Sawtell Commons vision encompasses.

These design guidelines promote the development of a 'bush and beach' style architecture that is environmentally friendly, incorporating a mixture of materials and reflects the lifestyle of Sawtell Commons.

The guidelines will:

- ① illustrate the requirements for siting your home on your land;
- ② guide the way for built form materials and roof treatments;
- ③ outline the preferred treatments required for your home;
- ④ explain the process to get your home approved.

Any home designs that are not in compliance with the Design Guidelines but can demonstrate that they fulfill the intent of the Sawtell Commons Vision, will be considered on their merits, and approved at the discretion of the Sawtell Commons Design Team. The exception to this is the Plan of Development which is a Council Statutory Document and requires full compliance prior to Building Approval and Certification.

Gowing Bros. reserves the right to relax and modify the Design Guidelines from time to time.



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approving your home

These Design Guidelines have been prepared to assist with the creation of your home in accordance with the Sawtell Commons Vision. The following steps outline the process required for review and compliance with these guidelines.

STEP ONE	<ul style="list-style-type: none">• Review Design Guidelines prior to making a purchase decision
STEP TWO	<ul style="list-style-type: none">• Following purchase of your site, meet with your builder/designer to begin designing your home
STEP THREE	<ul style="list-style-type: none">• Prepare Plans and Drawings in accordance with the Design Guidelines and Plan of Development• Submit documentation including Application Form contained at the back of this document. All documents must be submitted via email to sc@woodmanarchitects.com.au
STEP FOUR	<ul style="list-style-type: none">• The Sawtell Commons Design Team (SCDT) will review your application and request any further information required. Formal written approval will be issued from the SCDT if all the design requirements are met. If any changes are required the SCDT will notify the person who made the application• The SCDT will assist to ensure the outcomes are in alignment with the Sawtell Commons vision
STEP FIVE	<ul style="list-style-type: none">• Your builder/designer is responsible for seeking building approval from Council/building certifier• Following settlement of your land and prior to construction, the land must be reasonably maintained.• Owners (through their building contractor) are responsible to maintain rubbish and waste removal during the construction process• Landscaping is to be completed within 5 months of occupancy of the home• The SCDT will undertake a review of compliance with the guidelines following completion

all documents must be submitted via email to: sc@woodmanarchitects.com.au



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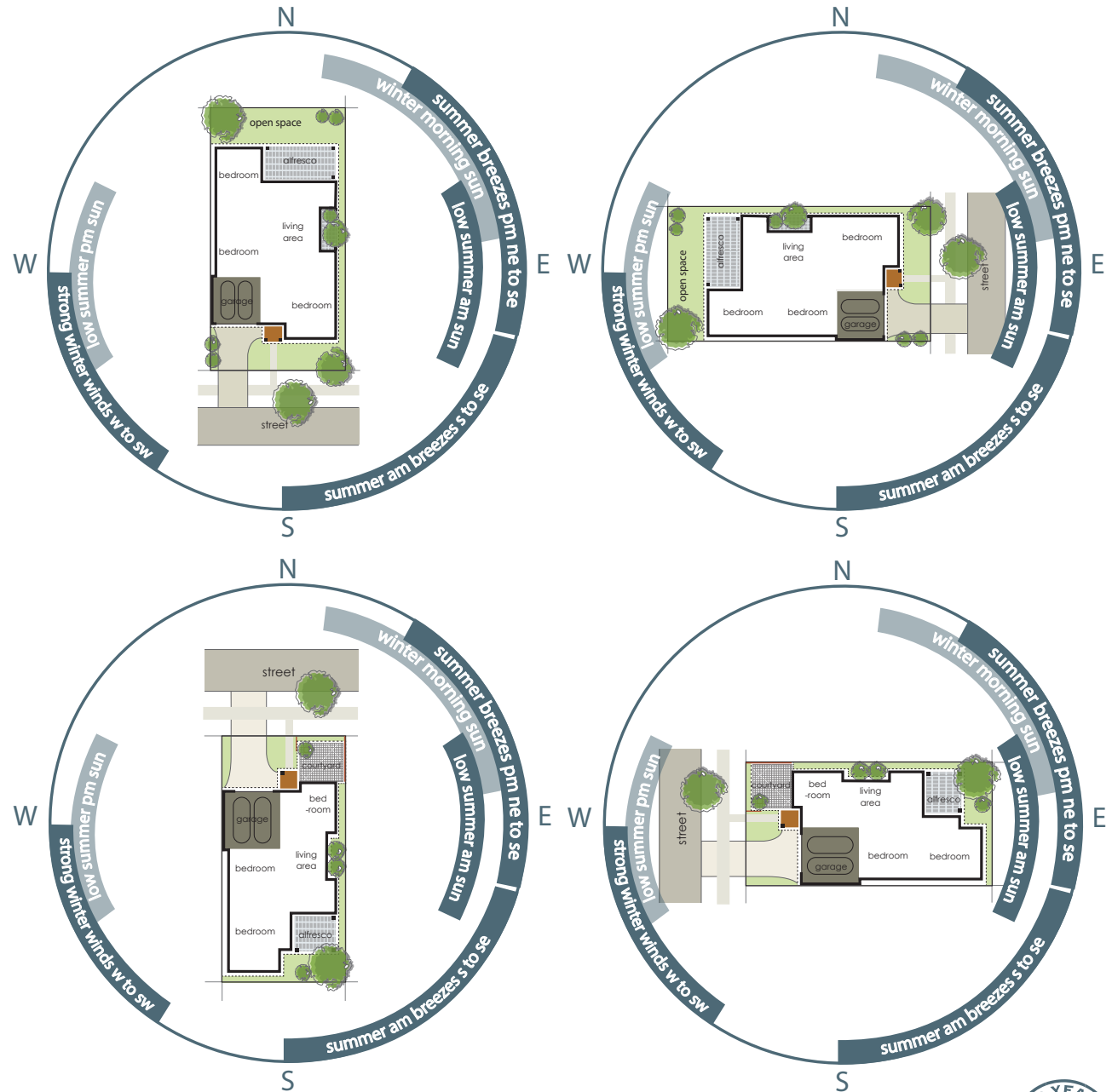


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site layout

Site planning and building orientation in conjunction with the approved Plan of Development should consider the following items:

- location of built to boundary wall;
- minimum setbacks from each boundary of your block;
- location of services/easement;
- location of retaining walls;
- solar orientation to maximise the environmental benefits, correct orientation assists passive heating and cooling, resulting in improved comfort and decreasing energy bills.



the front yard

The front yard of your home extends from your front building wall to the front allotment boundary. It adds character to the street and provides for air flow, sunlight, landscaping and general amenity. The following guidelines are to be included in your design:

Articulation Zone

Balconies, verandahs or equivalent may extend up to 3.0m (otherwise known as the articulation zone) forward of the front building wall, provided they remain open and not enclosed and may be incorporated up to a maximum of 50% of the notional area, when viewed from above.

Note: Awnings (or other features over a window) and sun shading devices are not to be included when calculating the maximum area of an articulation zone.

Asset Protection Zone (APZ)

Where shown on the Plan of Development the building wall will be taken from the APZ line and will not include an articulation zone for the allotment. Refer to NSW Rural Fire Service for 'standards for asset protection zones'.

Front Entry Footpath

- The entry footpath is encouraged to be separate to the driveway of the dwelling.
- surface materials and colours are to complement the dwelling.
- appropriate materials may include pavers, exposed aggregate and finished or coloured concrete.

Side Entry

If a dwelling design incorporates an entry on the side of the dwelling, this may be considered favourably only if the front door remains visible from the primary frontage street and the footpath and letterbox leading to this door clearly articulates its location.

Depending on house and private open space design, a secondary secure gated entry is encouraged along the pedestrian path for access by owner and enhancement of connection.



the front yard

Fences and Letterboxes

If front fencing is constructed the following guidelines are to be included in your design:

- font fencing should be between 1.2-1.5m with a generally open appearance
- high solid fencing and unfinished materials reduce street appeal and are not permitted;
- untreated wooden paling fence or metal sheet fencing is not permitted within the front setbacks; not exceed 10.0m in length without some articulation or detailing. This can include stepping the line of the fence, the use of columns and posts.
- side fences which project forward of the front building line step down to the height of the adjoining front fence;
- side fences adjoining a street or pedestrian connection are encouraged to not only provide a dwelling with privacy but also present well to the public street/connection and can be achieved with a permeable fence. For those parts of the fence that are permeable, planting should be provided behind the fence.
- front fences are encouraged to complement the facade and architecture of the house using similar colours and materials;
- letterboxes are preferred to be incorporated within the front fence design. In the absence of a fence, the letterbox design must compliment that of the house using the same materials and colours;
- letterbox and fence design should form part of the submitted design application;
- letterboxes on poles are NOT preferred.

Landscaping

- a combination of turf, low planting and small trees is encouraged, shrub plantings that impair visibility between the built form and the street are to be avoided;
- maintenance of verges and street trees is encouraged;
- hardscaping is not permitted to the verge except for the crossover and front entry footpath;
- thoughtful landscaping in the front yard is a great opportunity to contribute to the appearance and quality of your home and neighbourhood. Further information to achieve this is provided on page 18.



rear and side boundaries

Buildings must be sited and designed to provide adequate visual privacy for neighbours. Where the distance separating a window or balcony of an adjoining dwelling from the side or rear boundary is less than 1.5m, privacy screening or obscure glazing must be utilised.

Built to Boundary Walls

The location of the built to boundary walls are indicated on the Plan of Development. Where built to boundary walls are not adopted side setbacks shall be in accordance with the plan of development.

Non Built to Boundary Walls

Eaves that are not on a built to boundary walls should not encroach within 675mm of the side or rear boundaries.

Gutters may not extend beyond the boundaries of the lot.

It is the owners, builders and building certifier's responsibility to ensure compliance with relevant building standards in relation to built to boundary walls with respect to termite protection, water proofing and drainage to ensure no external impact to neighbouring properties.

Retaining Walls

Where visible to the street or public open space, retaining walls are to complement your home and garden areas through a selection of contemporary wall materials, colours and locations. In addition-

- retaining walls must not exceed 600mm above or below existing ground level. Higher than 600mm requires approval.
- retaining walls can be constructed of: treated timber sleepers, concrete sleepers, concrete blocks or split face masonry. Other materials may be considered on application. It is preferable that the walls are painted/coloured to match the fence material.

Retaining walls must comply and be constructed in accordance with Council's regulations.



garages and driveways

There is to be a maximum of one driveway per dwelling, unless it is a dual occupancy or corner allotment.

The maximum driveway width as it crosses the street verge and the front allotment boundary is 3.5m.

Driveway surface materials to complement the dwelling and appropriate materials may include stone cobbles, pavers, exposed aggregate or finished concrete.

Variation to the nominated driveway location to fit in with dwelling design will be considered. The applicant will need to ensure that existing street trees, stormwater devices or pits and the impact on existing fencing is taken into account.

On corner lots, the garage can be relocated to the secondary street frontage to maximise the usable space at the front of the lot.

Triple car garage may be allowed for lots on 15.0m wide with two storeys construction or 18.0m+ with single storey construction. The third garage must provide an additional 0.5m setback to the main garage. Additionally, a triple garage must be designed so that it does not dominate the total building facade area.



building finishes and roof materials

Front Facade

The following building finishes are permitted:

- rendered concrete to block/brick work (unless otherwise agreed by SCDT)
- lightweight materials may be approved upon application
- face brick can be used as a feature material only and to be no more than 35% of the total facade area.

Any secondary finish to exterior walls shall be constructed of either composite materials, timber, texture coated fibre cement, stone or linear board and shall comprise of no more than 20% of the front facade, excluding openings (windows, doors and garage doors).

Second Street Facade

The following building finishes are permitted:

- rendered concrete to block/brick work
- lightweight materials may be approved upon application
- material must be in the same style as front facade.

Roof Form and Materials

The shape of the roof material shall comprise the following:

- corrugated profile
- flat roof tile profile

Materials shall not be highly reflective or comprise of unfinished materials.

- roof pitch is to be a minimum of 22.5 degrees
- other architecturally appropriate roof forms including skillion, curved and flat styles will be considered.



exterior

Private Open Space

Private Open Space is to be provided with a requirement of 185m² of which 90m² is to comprise a functional private open space with a minimum dimension of 4.0m and a ground slope less than 1 in 8. If private open space at ground level cannot be achieved on land with a slope greater than 1 in 8, open decks no less than 15m² may be provided as an alternative.

All private open space areas must:

- provide a direct connection to indoor living areas and orientated to maximise use;
- exclude rainwater tanks unless underground;
- not be shared with rubbish storage or clothes drying area;
- if provided at ground level, is not to be located within the front building line adjoining a primary road, unless satisfactory fencing and screening is provided for privacy and safety for occupant's and to minimise adverse impacts on the streetscape.

External elements

The following elements are to be screened from the street and public open spaces.

- all clothes drying and rubbish storage
- air-conditioning condensers
- service and meter boxes

Caravans, boats and trailers of any kind must not be parked in the front yard of the lot, or project forward from the front boundary line.

Swimming pools

Construction of a swimming pool is permitted within the development, preferably not within the front yard.

A front yard pool however will be considered subject to adequate screening and landscape design.

- cut and fill of the area surrounding the swimming pool is to be limited to a maximum of 1.0m;
- the water edge of swimming pools is to be a minimum of 0.9m from a side or rear boundary;
- swimming pool safety fencing is to be in accordance with Swimming Pools Act 1992 and Regulations.



allotments

Corner allotments

All house designs need to demonstrate secondary street frontage design outcomes that address the street or pedestrian connection and comprise the following:

- building walls over 8.0m in length facing either the primary street frontage or secondary street frontage are required to have windows and wall articulation;
- roof articulation is also required when facing either a primary or secondary street frontage;
- windows are required within 3.0m of the front corner of the side facade to address the side street or pedestrian connection on ground and second level. Windows which wrap around the corner of the facade are encouraged;
- balconies to the second storey facing the primary street frontage and/or secondary street frontage and pedestrian connection are preferred;
- on secondary elevation there is to be no gas, pool pumps, clothes lines or air conditioning units present on this side;
- on secondary elevation, articulation on the wall and roof line is required.

Stepped allotments

Two or three level construction will accommodate the mid block level change as will the built form to screen retaining walls. Stepping your house by either a half or full floor level will reduce the height and visual impact of slope or retaining walls at the front and back of your lot, and allow for a better relationship between house and garden. Garage and/or storage must remain on the lower level.

Dual occupancy allotments

Dual occupancy only permitted on allotments specified in the Plan of Development.





landscaping your home

The landscape in any home is an important part of the lifestyle of the owners and character of the property. Home gardens contribute to the visual character of the street and the neighbourhood. A garden can provide a home with shade, privacy, outdoor spaces for relaxation and gathering, beauty and habitat for local bird and wildlife. Landscaping helps to soften the appearance of the built form and to reduce the extent of hard surfaces that make up our suburban environment.

In designing your garden, some important considerations are:

- consider the form, materials and character of your home and create a garden that complements the style of your house;
- incorporate materials and colours that complement the style of your home;
- create outdoor spaces that give you and your family opportunities to enjoy being outdoors;
- identify functions you may want to use your garden for e.g. pathways, outdoor dining, grassed area for play, planting for privacy etc.
- use garden plants to soften the built form and that are of a scale relative to the built form and height;
- use plant species that are suitable to the local environment, that are not weed species and that can be easily maintained;
- create a landscape with visual amenity that will enhance your views from your home and also views to your house. A well designed garden adds to amenity to the street and creates a sense of pride in the community;
- determine how to deal with changes in levels with consideration to the location and style of retaining walls, gardens and planted batters;
- adds potential habitat for the local bird and wildlife.

the importance of native planting

We strongly encourage the use of native planting at Sawtell Commons. The shared spaces will all feature native planting as they are suitable to the local environment, flourish in these conditions and reflect the native bush setting and adjoining national park. Therefore Sawtell Commons sits harmoniously within its natural surrounds. On the next page are a list of native species that we recommend be used in front and rear landscaping plans.

There are many positives in choosing to establish a native garden or in incorporating some native plants in your garden. Some of the benefits are:

- local native species are suitable to the setting and tolerant of the climatic conditions;
- native plants tend to require less watering and will tolerate dry periods;
- native plants often flower for long periods of time adding continual colour and flower within the garden;
- many native plants will encourage native birdlife into your garden;
- there is a wide range of heights, leaf shapes, flowers and colours available with many cultivators of native species established and available in nurseries;
- native plants can fulfill a variety of needs e.g. a lilly pilli can be perfect for screening whilst a prostrate grevillea can cover a batter or cascade over a retaining wall.

In selecting a plant for a specific location consider what you are looking for the plant to achieve. Plants can:

- provide visual screening for privacy or screening to services areas;
- provide shade to locations that may be particularly hot and exposed as well as areas that you may like to use for outdoor passive relaxation;
- add amenity to a front garden;
- cover and stabilize steep areas;
- screen retaining walls;
- give visual amenity and create attractive spaces to be within.

recommended native plant species

Species

Common name

Trees

Backhousia myrtifolia	Lemon Scented Myrtle	4.0m x 3.0m
Banksia integrifolia	Coastal Banksia	6.0m x 5.0m
Buckinghamiana celsissima	Ivory Curl Flower	6.0m x 4.0m
Ceratopetalum gummiferum	NSW Christmas Bush	3.0m x 2.0m
Elaeocarpus reticulatus	Blueberry Ash	6.0m x 4.0m
Syzygium luehmanii	Riberry	5.0m x 3.0m

Shrubs

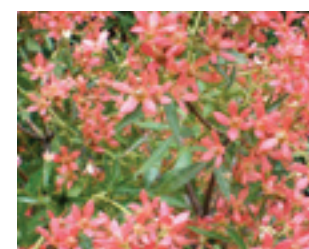
Acmena Allyn Magic	Lilly Pilly cultivar	0.8m x 0.8m
Acmena Cherry Surprise	Narrow leaf Lilly Pilly	1.2m x 1.5m
Baeckea virgata dwarf	Dwarf Twiggy Myrtle	0.5m x 0.8m
Banksia Birthday Candles	Banksia cultivar	0.5m x 0.8m
Banksia ericifolia	Heath leafed banksias	3.0m x 2.0m
Callistemon Great Balls of Fire	Callistemon	1.5m x 1.5m
Callistemon Endeavour	Bottlebrush	2.0m x 2.0m
Grevillea Honey Gem	Grevillea	3.0m x 3.0m
Grevillea Moonlight	Grevillea	3.0m x 3.0m
Grevillea Superb	Grevillea	1.2m x 1.5m
Melaleuca thymifolia	Thyme honey-myrtle	0.5m x 0.5m
Syzygium Resilience	Lilly Pilly cultivar	2.5m x 1.5m
Westringia Zena	Coastal Rosemary cultivar	1.0m x 1.0m

Groundcovers/climbers

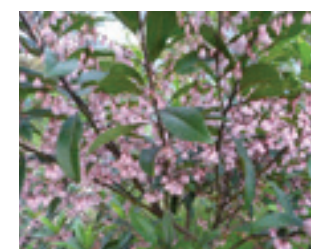
Brachycome multifida	Cut leaf daisy	0.1m x 0.4m
Carpobrotus glaucescens	Pig Face	0.1m x 1.0m
Grevillea Royal Mantle	Grevillea	0.1m x spreading
Pandorea Ruby Belles	Wonga Wonga Vine	climber
Pandorea pandorana	Wonga Wonga Vine	climber
Scaveola aemula	Fan Flower	0.1m x 0.4m



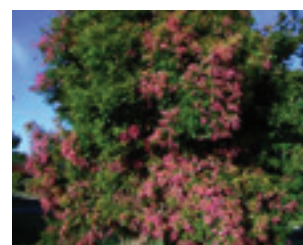
Banksia integrifolia



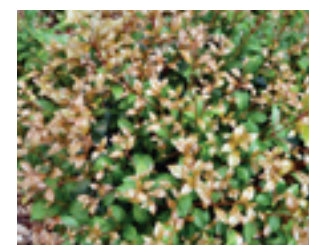
Ceratopetalum gummiferum



Elaeocarpus reticulatus



Syzygium luehmanii



Acmena Allyn Magic



Banksia Birthday Candles



Callistemon Endeavour



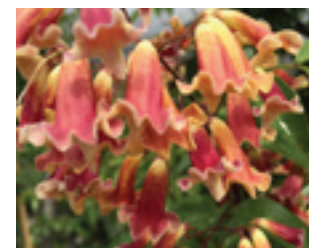
Grevillea Honey Gem



Brachycome multifida



Pandorea pandorana



Pandorea Ruby Belles

plan of development

Plan of Development Table	Allotments 15m-17.9m		Allotments 18m-22m		Dual Occupancy Allotments	
	Ground Floor	First Floor	Ground Floor	First Floor	Ground Floor	First Floor
Front Setback						
Articulation Zone	3.0m	3.0m	3.0m	3.0m	3.0m	3.0m
Front Building Line	6.0m	6.0m	6.0m	6.0m	6.0m	6.0m
Garage	7.0m	n/a	7.0m	n/a	7.0m	n/a
Side Setback						
Built to Boundary	0.0m	n/a	0.0m	n/a	0.0m	n/a
Non Built to Boundary	0.9m	0.9m	1.5m	1.5m	0.9m	0.9m
Corner Lots - Secondary Frontage	2.0m	2.0m	3.0m	3.0m	3.0m	3.0m
Rear Setback						
Rear	3.0m	3.0m	3.0m	3.0m	3.0m	3.0m
Other Requirements						
On site parking requirements (minimum)	Two spaces (one enclosed space) Single, tandem or double garage acceptable		Two spaces (one enclosed space) Single, tandem or double garage acceptable		One covered and enclosed space Single, tandem or double garage acceptable	
Garage location	Garages are to be located along the built to boundary wall		Garages are to be located along the built to boundary wall		Garages are to be located along the built to boundary wall	

Plan of Development Notes

- Setbacks are as per table unless otherwise dimensioned on the plan.
- Built to Boundary walls are optional, where this option is not adopted side boundary setbacks shall be in accordance with the Allotment Setbacks Table.
- Built to Boundary walls are a maximum length of 10m and a maximum height of 3 metres. There are no openings in the boundary wall.
- Boundary setbacks are measured to the wall of the building or structure.
- Maximum building location envelopes are subject to future proposed easements and/or other underground services or trees identified for retention. This plan accounts for 2m clearance from services and 1.5m from retaining walls.
- The maximum height of residential buildings shall not exceed 2 storeys or 8.5metres in height.
- Articulation zone** means a notional area projecting 3 metres forward of the front building line within which building elements such as:
 - entry features or porticos;
 - balconies, decks, patios, pergolas;
 - terraces or verandahs;
 - awnings or other features over a window; and
 - sun shading features; may be incorporated up to a maximum of 50% of the notional area, when viewed from above.
- Awnings (or other features over a window) and sun shading devices are not to be included when calculating the maximum area of an articulation zone.
- Private Open Space of 185m² is to be provided with 90m² a direct connection to indoor living areas and orientated to maximise use.

This POD is currently being considered by Council and is a draft only.



definitions

Articulation Zone

Is a notional area projecting 3.0m forward of the front building line within which building elements such as:

- entry features or porticoes;
- balconies, decks, patios, pergolas;
- terraces or verandahs;
- awnings or other features over a window; and
- sun shading features;

may be incorporated up to a minimum of 50% of the notional area, when viewed from above.

Asset Protection Zone (APZ)

A APZ is a fuel reduction area also known as a buffer between a bush fire hazard and a built asset or structure.

Balcony

A balcony occurs at the second level of your home providing outdoor living access. It may be covered or uncovered.

Building wall

The building wall is defined as the main wall of your home and excludes eaves, awnings, shade structures, porticoes, verandahs and balconies.

Built to boundary wall

Refers to a building wall that is built up to the boundary of an adjoining lot. Typically an allowance for construction tolerance and roof gutters to ensure no part of the building and/or fittings extend over the side boundary.

CHCC

Coffs Harbour City Council

DCP

Development Control Plan

Dual Occupancy Lot (Attached)

Two dwellings on one lot of land that are attached to each other, but does not include a secondary dwelling.

Front Facade

The front facade is the building wall on the primary street frontage facing the street.

Front Setback

The front setback is measured to building wall.

Garage Setback

The garage setback refers to the building wall supporting the garage door or opening to your garage.

Maximum Building Height

The maximum building height shall be 2 storeys or 8.5 meters for a dwelling house. This is calculated from the existing surface ground level to the highest point of the building roof (apex) or parapet at any point, but not including any load bearing antenna, aerial, chimney, flagpole or the like.

Plan of Development

A plan of development regulates building development on and within lots created in accordance with an approved reconfiguration of a lot plan.

Secondary Street Facade

The secondary street facade is the building wall on the secondary street frontage facing the street.

Secondary Street Frontage

Secondary street frontage occurs on a corner allotment where the wide elevation of your home also fronts the street.

Secondary Street Frontage Setback

The secondary street frontage setback is measured to the building wall.

Side and Rear Setback

The side and rear setback is measured to the building wall.

Street Frontage

Primary street frontage is the street to which your address and house number is allocated.

SCDT

Sawtell Commons Design Team.

Verandah

A verandah is a covered area at ground level that extends beyond the normal width eaves.

submission checklist

The buyer must submit to the SCDT and the seller, the final working drawings and specifications, before the buyer or their builder can apply for building approval. Please go through this list and ensure that you have all the elements provided for in your submission. All buildings are still required to comply with Coffs Harbour DCP and any relaxations approved by SCDT still require Coffs Harbour City Council (CCHC) Approval.

Dwelling Entries

owner SCDT

☐ ☐ Entry is clearly indicated & integrated into design

Height

☐ ☐ Proposed dwelling does not exceed 8.5m height limit - as per Coffs Harbour DCP

Fencing

☐ ☐ Primary Street - Landscape plan clearly indicates compliance with guideline

☐ ☐ Secondary Street - Landscape plan clearly indicates compliance guideline

☐ ☐ Side - Landscape plan clearly indicates compliance with guideline

Letterbox

☐ ☐ Letterbox in approved style

Landscape Design and Retaining Walls

☐ ☐ Landscape plan provided, design is considered

☐ ☐ Fencing/screening is provided where required

☐ ☐ Front landscaping that is turf or hardscape only will NOT be accepted

☐ ☐ Retaining walls are a maximum of 600mm high

☐ ☐ Side and rear retaining walls compliance is the responsibility of the owner

Setbacks

Dimensioned plans & elevations must clearly indicate compliance

☐ ☐ Front Setbacks including APZ if applicable - primary and secondary streets

☐ ☐ Side Setbacks

☐ ☐ Articulation Zone - including percentage of area less than 50% shown

☐ ☐ Encroachments - Max eaves 675mm shown - No Zero Lot Line

Garages

☐ ☐ Plans and elevations clearly indicate compliance with garage requirements relating to location, stepped lots and setbacks for triple garages

Driveways and Crossovers

☐ ☐ Crossover is located as per Disclosure Plan, acceptable material selected

Building Finishes and Roof Materials

☐ ☐ Front and second street facades are of acceptable materials

☐ ☐ Face brick as a feature material does not exceed 35% of the total facade

☐ ☐ Secondary finish does not comprise of more than 20% of the front facade

☐ ☐ Roof material of acceptable material

Private Open Space

☐ ☐ Calculations clearly indicate compliance with CHCC definitions

☐ ☐ Private Open Space dimensions clearly shown

Orientation

☐ ☐ Passive solar design principles have been considered

Views Overlooking & Privacy

☐ ☐ Privacy has been considered. Screens comply with CHCC definitions

Swimming Pools

☐ ☐ Owner and builder are responsible for all required approvals

External Elements

☐ ☐ Demonstrate 'out of site' from all street frontages and public open spaces

design approval application form

Site details

Lot number:

Street name:

Buyer details

Name:

Address:

Phone number: Email:

Applicant details

Name:

Address:

Phone number: Email:

Execution

The buyer acknowledges having read and understood and agrees to comply with the Sawtell Commons Design Guidelines.

Signed:

Dated:

Plans and Drawings

Site plan (scale 1:200), showing:

- building footprint and outdoor living areas, building envelopes and site cover
- location of easements with dimensions
- existing and proposed contours/site levels
- external elements locations

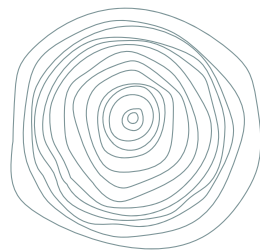
Floor plans (scale 1:200), roof plan and elevations, showing:

- internal layout
- roof outline, materials and colours
- external finishes and colours

Landscape plan, showing:

- front fence location if included in design, materials and colours
- side fence location (if visible from street), materials and colours
- soft planting location and species





SAWTELL COMMONS

between the mountains and the sea

CONTACT DETAILS:

sc@woodmanarchitects.com.au

Disclaimer

While we have taken care to ensure the accuracy of information in this document at the time of publication, Gowing Bros. gives no warranty and makes no representation as to the accuracy or sufficiency of any description, photograph, illustration or statement contained in this document and accepts no liability for any loss which may be suffered by any person who relies upon the information presented. All information provided is subject to change without notice. Purchasers should make their own inquiries and satisfy themselves as to whether the information provided is current and correct and if appropriate seek advice before entering any contract.



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