



PLANNING GUIDE

Planning for a new home remodeling project can be an **exciting, challenging** and sometimes **overwhelming** experience.

For most of us, our home is one of the largest financial decisions we will make, and one that done properly can provide benefits for years to come. Not only in dollars and cents, but also in the many things money can't buy. The right home reflects the priorities of your family, from a vaulted Great Room perfect for Holiday Celebrations to a sunlit Breakfast Area ideal for Saturday morning pancakes.

We have designed this Planning Guide to assist you in the selection and design of your new home remodeling project. You will be asked to define priorities, establish needs and explore adjacencies, all of which combine to form a foundation of guidelines from which to proceed.

If you are interested in designing your remodeling project through our firms Custom Architectural Services, simply include a completed copy of this guide along with any additional sketches or ideas for a design proposal.

Most of us wouldn't think twice about hiring an expert Financial Planner to set up our retirement accounts. Use that same good judgment by selecting a quality Design / Build firm when you plan your next home remodeling project.

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1. Family Description

The Family Description helps define potential design priorities for your home. Primarily you should describe your family's habits, hobbies, activities and personal preferences that may inform the design of your home. Consider the following topics when describing your family, but do not limit yourself to these topics, they are simply a guide to get you started. You do not need to answer all of these questions or any of these questions if they do not apply. Use the blank pages provided at the end of this guide for additional input.

Sample Topics:

1. Where do you spend most of your time?
2. Do you need a home office or bring your work home regularly?
3. Does your job require anything specific in the home?
4. What are your family's hobbies and how might that affect design?
5. Do you intend to have any special exterior spaces, pool, and gazebo?
6. Do you need a guest room and adjacent bath?
7. How would you share rooms, bathrooms, etc, are there any potential conflicts to be resolved?
8. Do you intend to have a work or storage area in the garage?
9. Are you a particularly private person? How about the rest of your family?
10. Do you need a quiet place to escape or nap?
11. Do you entertain regularly? Formally or Informally?
12. Is yours the home where all the neighborhood kids spend a rainy afternoon?
13. Which rooms do you seldom use?
14. If you have children living at home, how will their needs change as they grow older?
15. Do you need a separate, formal Living Room?
16. Any additional information?



2. Project Information

A. Square Footage Calculations Square footage is determined by four main categories:

Interior conditioned area: Interior square footage represent heated/cooled floor only and do not include two story or vaulted spaces, garages, bonus rooms, covered porches or any other unfinished areas. These measurements are from the outside face of the stud.

Interior unconditioned area: This would include items such as a garage, an unfinished basement and any storage or utility rooms that are not included in air-conditioned area.

Exterior covered area: Covered porches and decks.

Exterior uncovered area: Open decks and patios.

B. Establishing your Program

This section allows you to make programming selections that will determine the make-up of your project. The list below shows the standard rooms and sizes to calculate typical square footage requirements.

Circle the necessary rooms and size, then multiply the number together and write that number under "square footage". The numbers shown below represent typical room sizes, however, if you have an alternate room dimension, just write the desired length and width next to Size C and calculate the square footage. After you have calculated all of the numbers add **20%** to the subtotal for circulation secondary areas. This is your estimated Total Square Footage Requirement.

Interior Finished Areas

Room	Size A	Size B	Size C	Square Footage
Foyer	6 x 10	8 x 10	10 x 12	_____
Living Room	10 x 12	12 x 12	14 x 14	_____
Dining Room	12 x 12	12 x 14	14 x 16	_____
Kitchen	10 x 12	12 x 14	14 x 16	_____
Breakfast	8 x 10	10 x 10	10 x 12	_____
Great Room	15 x 15	18 x 18	21 x 21	_____
Study/Library	10 x 12	12 x 12	12 x 14	_____
Powder Room	5 x 5	6 x 7	7 x 8	_____
Laundry	6 x 6	8 x 7	8 x 10	_____
Storage	5 x 6	7 x 8	9 x 10	_____
Master Bed.	15 x 15	16 x 18	18 x 20	_____
Master Bath	9 x 9	10 x 12	12 x 14	_____
Master Closet	5 x 7	8 x 10	12 x 12	_____
Bedroom 2	10 x 12	12 x 12	14 x 14	_____
Bedroom 3	10 x 12	12 x 12	14 x 14	_____
Bath 2	5 x 8	5 x 10	6 x 12	_____
Bath 3	5 x 8	5 x 10	6 x 12	_____

Other Rooms	Approx. Size	Square Footage
Sewing Room	_____	_____
Bonus	_____	_____
Media Room	_____	_____
Recreational Room	_____	_____

Subtotal
Add a 20% circulation factor: _____ **TOTAL:** _____

*Square Footage can easily vary **10%** or more depending on overall layout.



Unfinished Areas

Room	Approx. Size	Square Footage
Garage/Carport	_____	_____
Storage	_____	_____
Workshop	_____	_____

TOTAL:

Exterior Areas

Room	Approx. Size	Square Footage
Front Porch	_____	_____
Rear Covered Porch	_____	_____
Deck/Patio	_____	_____
Screened Porch	_____	_____

TOTAL: _____

The initial programming list above represents the features your space will include as well as the projected total square footage.

C. Defining your Requirements

The following questions will help further define the type of remodeling details you are looking for.

1. **How many levels?**

One Story, Two Story, Split Level, _____

2. **List ceiling heights to consider**

First Floor	_____
Second Floor	_____
Great Room	_____
_____	_____
_____	_____
_____	_____

3. **Based on the information on the previous pages:**

Will one of the bedrooms be used as an office? _____

Will the bonus room serve as a future bedroom? _____

4. **What types of closets are important in your secondary bedrooms, walk-in (4'x5') or standard (2'x5')?**

5. **Do you plan to have separate formal and private areas in your home? If so please explain?**

6. **Describe ceiling designs for specific rooms?**

Ceiling Type	Room(s)
Tray ceiling	_____
Pan Ceiling	_____
Vaulted Ceiling	_____
Higher Ceiling	_____
What height?	_____



7. Please circle any optional amenities and add them to the chart on the next page.
 If there is an amenity that you would like to incorporate into your home that is not listed below, please describe.

- | | | | |
|-------------------|--------------------|-------------------|----------------|
| Patio/Deck | Fireplace(s) | Island in Kitchen | Front Porch(s) |
| Gas Grill | Seating in Kitchen | Overlook Balcony | |
| Bookcases | Display Shelves | Laundry Shoot | |
| Standard Shelving | | Cabinets | |

8. Select from the following floor finishes and add to the chart on the next page.
 IF there is a floor finish not listed, please list and describe.

- | | | | |
|-----------------|--------------|-------------------|----------|
| Hardwood Floors | Ceramic Tile | Vinyl Tile Carpet | Concrete |
|-----------------|--------------|-------------------|----------|

9. Following is a list of standard amenities found in modern kitchens, please choose from the list below and describe the important features you would like to incorporate.

- | | | | | |
|-----------|---------------|---------------|-------------|------------------------|
| Island | Pantry | Seating Area | Lazy Susan | Under counter Lighting |
| Wine Rack | Large Drawers | Small Drawers | Glass Doors | Open Shelving |

D. Summary of Individual Requirements and Amenities

Please list each room and the appropriate amenities you would like to incorporate, be sure to underline important issues.

Room	Floor	Location	Amenities	Floor Finish
ie: Great Room	1st	Rear of Home	Fireplace, Display Shelves	Hardwood
Foyer	_____	_____	_____	_____
Living Room	_____	_____	_____	_____
Dining Room	_____	_____	_____	_____
Kitchen*	_____	_____	_____	_____
Breakfast	_____	_____	_____	_____
Great Room	_____	_____	_____	_____
Study/Library	_____	_____	_____	_____
Powder Room	_____	_____	_____	_____
Laundry	_____	_____	_____	_____
Garage/Carport	_____	_____	_____	_____
Storage	_____	_____	_____	_____
Master Bed	_____	_____	_____	_____
Master Bath	_____	_____	_____	_____
Bedroom 2	_____	_____	_____	_____
Bedroom 3	_____	_____	_____	_____
Bath 2	_____	_____	_____	_____
Bath 3	_____	_____	_____	_____

*If necessary, take additional space to describe the kitchen in further detail.



E. Describing your Requirements

Describe the overall feel for the interior of your home. Describe any room in which you want to include certain features or amenities (ie: master bath, Include a large whirlpool tub, with separate shower and enclosed room for water closet, two vanities with sinks, large linen closet and walk-in closet from bath, also include windows and skylights).

3. Exterior Style and Type

Architectural styles and types can range from the intuitive organic architecture of a prairie home to the simplicity of a coastal cottage. Below is a list of several types of architectural styles, please select one that represents your family and interests and describe the different characteristics you are looking for. Also, Include any photographs or sketches that will reinforce the idea of your stylistic preferences.

Mediterranean Southwestern / Floridian

Based from Spanish, Spanish Colonial and Italian Renaissance architecture the Mediterranean Styles typically offer tiled roofs, stuccoed walls and landscaped courtyards. Prevalent in the former Spanish Territories of Florida, the Southwest and California.

Historical American Styles and Types

Popular throughout the eastern United States these historical styles reference a variety of regional preferences including the architectural vocabulary of Colonial, Georgian, Federal and Victorian designs.

Victorian 1880-1910

Cape Cod

Southern Coastal 1880-1920

Georgian 1720-1800

Colonial American 1780-1860

Williamsburg Colonial 1930-1990s

Salt Box

Country Farmhouse

Neo-Victorian 1980-1990s

Spanish Mission 1890-1920

Italian Renaissance 1845-1870

Pueblo 1900-1990s

Neo-Mediterranean 1970-1990s

Contemporary

Widely mis-described, a "Contemporary Home" has evolved to refer to a variety of vague conditions including any style that features an open plan, however most design professionals consider true contemporary styles to include buildings that reflect an innovative or distinctive use of materials and design. For our purposes we have included the following styles.

Other Styles and Building Types

Other styles might include the distinctive Craftsman Style popular in Southern California in the 1920's or perhaps Ranch Style which is actually more a type than a style.

Craftsman 1900-1930 - Greene Brothers

Ranch Type Home 1950-1970

American Vernacular 1980-1990s

Describe Your Exterior Style:



B. Your Building Site

Just as in designing the details inside the home, exterior features need to compliment the structure and take into account existing conditions that may affect the overall design package. Important factors include the following considerations and restrictions:

1. Subdivision Requirements or Restrictive Covenants

Are there covenants or building requirements in the community such as, appropriate usage, exterior materials/colors, roof pitches, garage access, etc..

2. Setbacks

Be sure to allow for front rear and side setbacks when designing the width and length of additional space. Where new driveway configurations are desired, allow for an appropriate width (about 10 feet wide) and if necessary, room for a turn-around area (30 feet from side-entry garages)

3. Easements

Are there any utility or drainage easements that could limit the use of the land? Easements usually exist along the rear or side of a lot to allow for power, telephone, gas lines or storm-water access. Typically you can not build within this area, consult your local planning department for further information.

4. Flood Plain

Before planning your project, check with the local zoning department to verify that your home is not in a restricted flood plain or other natural encumbrance, that could limit the amount of construction.

5. Special Requirements

Such as additional parking spaces, detached garage or other structure, area for boats or recreational vehicles. Do you plan on installing a swimming pool, tennis courts, stables, gazebo or any other outdoor living areas? Check local codes and subdivision restrictive covenants for specific information.

6. Privacy

Homes that slope up from the front to back or sit up on a hill, offer more privacy than those that slope away. "L" or "H" shaped plans often help create private areas from adjoining properties. Fences, trees and hedges also offer a sense of privacy.

C. Designing for your Site

Site conditions can have a profound impact on the way your remodel is designed. Please be as specific as possible with all of these questions. A site plan which maps distinguishing features can be very helpful.

1. Describe the dimensions of your site including width and depth.
2. If applicable, list the maximum width and/or depth for your new addition?
3. List any requirements concerning garage entry, for example, front, side or drive-under access.
4. Are there any physical features (slopes, rocks, trees, waterfront, etc.) that might affect the design?
5. Are there any setbacks or zoning constraints that will affect the placement of the addition?
6. Are there any desirable or undesirable views to take into consideration?
7. You can also include a photo of any distinguishing features and plat map of your site with this application.
8. Include a site plan, if available.
9. Indicate any additional information regarding the site which you feel may impact the design.

6. Summary

Once you have completed the previous sections, including Square Footage Calculations, Defining Requirements, Describing Features, Exterior Styles and Site Conditions, you have established a comprehensive list of criteria necessary to effectively assist in the design of your project that might meet your specific needs.

Construction Costs usually play an important role in the decision process. Additionally, remodeling your existing home will be more expensive than new construction, based on existing conditions, age and condition of structure as well as finish selections being made. By starting to identify some of these decisions now, the construction budget can be more accurately established.