



Village Green Cumberland Design Guidelines Cumberland, Maine

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A1.00 Development Overview

The purpose of the Village Green Cumberland Design Guidelines is to establish the spatial and visual intent for residential development throughout the Village Green Cumberland portion of the Village Green Revitalization Master Planned Development District. The guidelines are designed to permit maximum creativity in building and landscape design and to ensure high quality construction with special attention to landscaping, building orientation and form, coordination of architecture, lighting and other site amenities, and creation of private use spaces.

Section A of these guidelines provides a consistent design vocabulary for common elements assignable to residential development in Phase 1 of the Village Green Revitalization Master Plan.

A1.01 Applicable Ordinances and Codes - All design and development within the District shall comply with current applicable local, state and federal ordinances and codes.

A2.00 Village Green Cumberland General Restrictions

The following General Restrictions shall apply to all development on Village Green Cumberland. Refer to the Bylaws of Village Green Cumberland Homeowner's Association for complete description and additional detail.

A2.01 Number of Dwellings - Each residential lot shall be used for no more than one single-family dwelling. No dwelling accessory building shall be used for rental purposes separate from the primary dwelling.

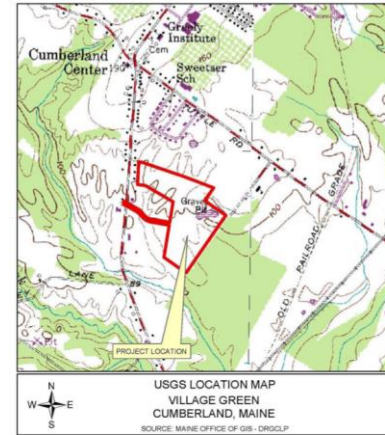


Fig. A.1 Vicinity Map

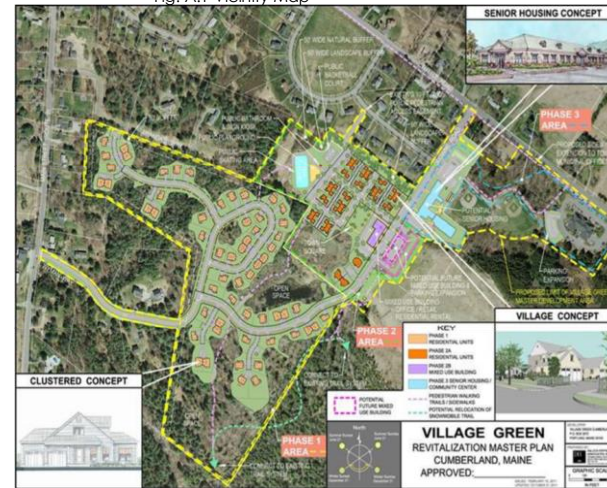


Fig. A.2 Village Green Revitalization Master Plan



Fig. A.3 Village Green Revitalization Master Plan – Phase I

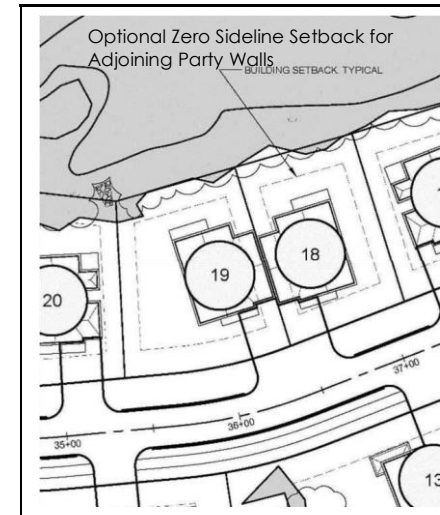
A2.02 Private Recreational Facilities - No recreational amenities, including, but not limited to swimming pools, tennis courts, hot tubs, whirlpools, sand boxes, swing sets or climbing structures, shall be erected or placed on any residential lot, except where such amenities are incorporated into the approved design of the dwelling and associated parcel.

A2.03 Living Area Limitations - All dwellings constructed shall contain a minimum of 800 square feet of living area (finished space) on the ground floor, exclusive of basements, garages, unenclosed porches, decks, and associated structures. Garage space shall be limited to space for two vehicles, at 600 square feet; a third garage may be allowed, subject to architectural review.

A2.04 Building Heights - The overall building height of a dwelling shall not exceed thirty-five (35) feet to roof ridgeline as defined in the Cumberland Zoning Ordinance. Building heights of accessory buildings shall not exceed twenty-five (25) feet.

A2.05 Dwelling Quality - It is the intention of these Design Guidelines to ensure that all dwellings shall be of a quality of design, workmanship and materials which are compatible and harmonious with the natural setting of the area and other dwellings within the development.

A2.06 Location of Dwellings and Accessory Structures - All structures shall be located within the "buildable area" as described on the Village Green Cumberland Subdivision Plan (fig A.4 & 4a). Buildings shall be oriented within the buildable area to maximize privacy, optimize views and air flows for the individual and



Figs. A.4 & 4a

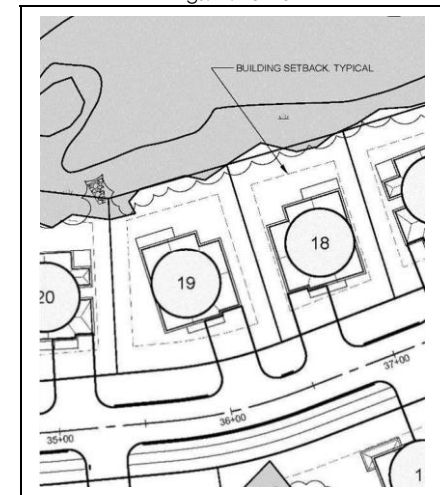


fig A.5: Two-vehicle Driveway (for 1-car garage)



fig A6.: Driveway & Approach (unpaved drive disallowed)

neighboring sites, and respond to the existing topography and landscaping of the site.

A2.07 Driveways and Parking

A.

B.

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Driveways shall be designed to accommodate two (2) parked passenger vehicles without obstruction of the sidewalk (*fig A.5*). All driveway designs, materials, markings, etc. shall be reviewed and approved prior to initiating construction.

- C. Private passenger vehicles shall only be parked or stored in the garage or accommodated on the driveway without obstructing the sidewalk (*fig A.6*). Guests of homeowners may park in the driveway or on the street, parallel and adjacent to the homeowner's property.
- D.

Delivery or service vehicles may park in any available paved area.

No long-term repair of motor vehicles, boats, trailers, snowmobiles, or other vehicle shall be permitted.

E. No exterior storage of motor vehicles, boats, trailers, snowmobiles, or other vehicles or short-term parking of personal work-related service vehicles shall be permitted.

A2.08 Existing Wetlands and Trees

- A. No filling, alteration, or removal of existing vegetation shall occur in wetland areas (fig A.7), as delineated on Village Green Cumberland Subdivision Plan, without modification of Site Location of Development Permit administered by the Maine Department of Environmental Protection.
- B. The natural woodlands shall be preserved (fig A.8). No trees exceeding six (6) inches in diameter at breast height (4' - 6" above ground) may be removed without a written variance granted by the Design Review Board, unless located within twenty five (25) feet of a dwelling, accessory building, or proposed and approved building site. Violators will be subject to a fine as described in the Bylaws.

A2.09 Proposed Residential Development Review and Approval Process - Applicants shall submit plans and specifications for all proposed construction, lot improvements, and modifications to the Design Review Board for review and approval prior to any lot disturbance or construction. Architectural and landscape designs shall follow the design standards outlined herein. The review process shall be as described in the Bylaws of Village Green Cumberland Homeowners' Association and Covenants and Restrictions and as outlined in these Design Guidelines.

- A. Selection of Pre-approved Prototypes:
 - 1. No requirement to use a specific prototype illustrated on Subdivision Plan. May construct attached villa prototype on parcels designated as "Attached Villa" (L3/4, L5/6, L14/15, L19/18, L25/26, L27/28, L30/31, L40/39, L48/47, L54/55, L50/49).
 - 2. Must follow review process and receive approval by Village Green Cumberland Design Review Board (VGCDRB).
 - 3. After approval by VGCDRB and before any site excavation, must receive Building Permit from Town of Cumberland.
 - 4. The Town of Cumberland will not issue a Certificate of Occupancy without a Certificate of Construction Completion issued by VGCDRB.



fig A.7 Preserve & Enhance Wetlands & Common Space



fig A.8: Preserve Natural Woodlands

C. Custom Architectural Designs:

- 1. Must follow review process and receive approval by Village Green Cumberland Design Review Board (VGCDRB). 2. After approval by VGCDRB, must follow administrative review process and receive building permit approval from The Town of Cumberland.

A2.10 Development of Common Areas - Use of the common areas by individual homeowners and their guests is encouraged (fig A.9), but improvements not conforming to prescribed use as depicted on the Master Plan are prohibited. Items prohibited, but not limited to: log piles, playsets, treehouses, platforms, bridges, hammocks; clearing or alteration of existing and planted vegetation.

A3.00 Architecture

- A3.01 General Design Intent - All homes within the development shall be developed with an architectural narrative based on local vernacular design elements that respond to the Cumberland residential community scale and aesthetic.
- A3.02 Building Footprints- The buildable area for each parcel is noted on the Subdivision Site Plan. The buildable spaces dictate one- to two and a half-story buildings that should be articulated to provide interest and variation through the use of recessed areas, shift in wall planes, vertical elements such as chimneys or columns, and variations in roof planes. Smaller volumes, such as sunrooms, porches or decks, may be placed around the main structure to visually reduce mass and height and fig A.12 create private outdoor spaces (figs A.11-14).
- A3.03 Facades / Fenestration - Primary facades shall address the street and outdoor public spaces. Fenestration shall respond to the scale of exterior facades and interior plan arrangements. Primary fenestration systems shall include operable windows and operable or fixed accent windows (fig A.11). In consideration of privacy views, skylights may not be used on any roof plane exposed to direct view from the street, public spaces, or adjacent buildings. Window cladding material shall be complementary to the overall facade material on any given facade and/or building.
- A3.04 Roofs and Dormers - Roof design shall be appropriate for each specific building and shall respond to the local vernacular design intent. Similar, but not uniform, fig A.13 expression is the goal. Roof design shall respond to the following guidelines:

Roof profile and slope - Gable, hip and gambrel roof profiles are encouraged for primary building volumes. Monopitch shed roofs shall not be used for primary volumes. The minimum pitch of any sloped roof plane shall be 5:12.

- A. Roof material - Sloped roofs may be finished in slate, architectural asphalt shingles, and standing seam or flat seam metal systems. Snap-lock metal systems are prohibited.



fig A.14
figs A.12-14: Similar Architectural Language through pitched roofs, smaller volumes, wall articulation



fig A.10: Window & Porch Treatments
fig A.11

- B. Roof accessories shall be appropriate for the overall roof design and material and shall complement the building design. Roof accessories include, but are not limited to, vent systems, cupolas, snow guards, and limited use of gutters and downspouts. *(fig A.17)*
- C. Dormers - The use of dormers allow habitable and/or storage spaces under sloped roof areas, and provide scale and rhythm to roof planes. Dormer design shall be appropriate to respective roof and building types with gable and shed profiles encouraged. Dormer roof materials shall follow the same guidelines noted above for primary roofs. *(figs A.15-16,18)*

A3.05 Energy Standards: Houses to comply with the International Energy Conservation Code (IECC), Chapter 4, Residential Energy Efficiency.

A3.06 Basements and Foundations - Full or partial basements are encouraged. Walk-out basements are encouraged on sites where topography is conducive. Exposed foundation walls may not exceed two (2) feet in height without cladding or veneer; overall foundation wall height shall not exceed six (6) feet above surrounding grade. Foundation drains are highly recommended for all foundation walls. Sump systems may be desired. All poorly-drained soils excavated for foundations or basements shall be replaced with well-drained loamy sand.

A3.07 Exterior Materials and Colors - The visual palette for the development shall represent a fairly broad range of natural materials and earth tones, natural colors within the context of local vernacular design. Use of multiple materials and complementary colors on individual dwellings should relate to neighboring architecture to provide continuity within the neighborhood.

Material changes can designate individual floor levels, primary versus secondary elevations, transitions in plane, or highlight building volumes. Primary materials may include, but are not limited to, the following categories:

- A. Masonry - Stone veneer using native New England species. Precast concrete or granite may be used for columns, sills, lintels and accents. In all cases mortar color shall be appropriately colored for its specific application. Glass block masonry and concrete masonry units shall be prohibited as finish exterior materials. Brick may be used as a secondary, accent material, particularly on chimneys.
- B. Wood - Wood materials may include clapboards, horizontal and/or vertical siding, shingles, shutters, sills, and trim.
- C. Vinyl products are allowed as long as they meet the requirements as detailed in the prototypical unit design documents as prepared by Archetype Architects.

figs A.15-18: Examples of Dormers, Eave Detail, Natural Materials & Color Palette



- D. Metal - Metal may be used for roofs, flashing, accents, and trim applications. The use of metal as a primary facade material shall be discouraged and shall be limited to standing seam systems and natural metal finishes.

- E. Glass - Copious fenestration is highly encouraged. See prototype for examples of sizes and colors.
- F. Chimneys - Chimneys shall be made of brick or stone veneer using native New England varieties. Wood enclosed or metal chimneys are prohibited.
- G. Porches - Front and/or side porches at primary entries, with walkway connections to the street sidewalk, are encouraged.

A3.08 Utility Meters / Connections - No utility meter or connection shall be placed on the primary facade and shall be screened with plant material from view from the street (*figs A.19-21*). Exterior HVAC equipment shall be placed at the rear of the house, or if on the side of the house, shall be screened from view with plant material. Ample ventilation and access shall be provided.

A3.09 Building Lighting - Building lighting shall be approved on an individual application basis and proposals shall be submitted as noted in Section B of these guidelines. In general building lighting will be permitted to accent particular architectural features and entries. The following guidelines shall be addressed in the selection and placement of building light fixtures:

- A. Fixture Type - Fixture design shall complement the architecture of its respective building.
- B. Placement - Fixtures shall be located to minimize direct visibility of lamps; the integration of fixtures into the overall architecture is encouraged. Use of shields may be necessary to minimize glare.
- C. Ground Mounting - Ground mounted fixtures for building lighting applications



fig A. 22: Public-Private Transitional Zone



figs A.19-21: Utility Screening Techniques



fig A. 23: Stone Chimney & HVAC Screen

A4.00 Dwelling Orientation

A4.01 General Design Intent - To orient the dwelling, accessory buildings, and exterior spaces in response to the site and neighbors (fig A. 25), to create a sense of neighborhood (figs A.27.28), a welcoming entrance sequence, private, personal, and play spaces and to reduce impact of utility and service/garage areas. All new construction, renovation, or modification of existing built structures, development of private spaces, and landscaping shall be submitted for review and approval in accordance with the Design Review Process outlined herein.

- A. A portion of the front or side facade shall be consistent with neighboring homes.
- B. Garage door openings may be oriented toward the street, but also may be oriented away from direct view, if site configuration permits. Utility meters and areas must be screened from view from the neighbors' and from the street. Incorporation of visually unobtrusive erosion control features, retaining walls, and other measures to soften steep slopes and increase ease of maintenance are encouraged. Use of low walls and landscape berming to modulate spaces and elevate plant material may be incorporated.
- C. The following items (for example and not all-inclusive) are prohibited: Aboveground pools, trampolines, playsets fabricated from materials other than wood, snowmobile/ boat/RV/trailer storage, fences except for enclosure or containment, freestanding or retaining walls higher than four (4) feet (except for columns), antennas, large, freestanding satellite dishes, clothes lines, plastic storage containers and half pipes. Unenclosed storage of large items shall be secured off site.

A4.02 Subject to Review: storage outbuildings, in-ground pools, spas, pool screen enclosures, garden structures, stone walls, retaining walls, and any other site improvements not listed herein.



figs A. 27-28: Neighboring Relationships



fig A. 25

5.00 Landscaping

A5.01 Design Intent - To ensure that all landscaping and other site improvements are in keeping with local vernacular and climate (*fig A.30*), all materials must be of appropriate hardiness, be suitable for the environmental conditions found on the individual lot, be of acceptable material, and respond to neighboring improvements. Landscaping and site improvements shall not in any way negatively impact wetlands, impede storm water drainage, exacerbate erosion, obstruct safe visibility at driveway entrances (for example), or affect the health, safety, and welfare of the general public.

A5.02 Master Landscape Plan - A master Landscape Plan, designed by the Project Landscape Architect for the buffer areas, common areas, wetland enhancement, and street tree and intersection plantings has been approved by the Town of Cumberland in accordance with applicable Landscape and Buffer Ordinances.

A5.03 Individual residential Landscape Plans - Detailed plans shall be submitted for review. Indicate locations, quantities, species, and installed sizes of plant material proposed. Note areas of lawn, areas maintained in a natural state, mounding or berming, additional wetland plantings, and areas of mulch, pea gravel, drain gravel, or other surface material. All planted areas shall be mulched with shredded wood fiber, except flower and low ground cover beds and other areas that require greater stabilization. Indicate method of lawn establishment, species mix, and seeding rate.

A5.04 Existing Vegetation- Every proposed landscaping plan shall identify existing mature trees greater than 6" D.B.H. within 25'-0" of the proposed building and provide a written outline indicating trees proposed for removal and protection measures to safeguard remaining trees during construction.

A5.05 Boundary Demarcation/ Privacy Screening - In lieu of perimeter or yard fencing, which is prohibited, underground electronic restraint devices, pool fence enclosures, informal hedges or clusters of plant material may be planted along limits of buildable area, not directly on right-to-use line (*fig A.31*). Utility meters and utility areas should be screened from public and neighbors' view. Private spaces and privacy screening shall be defined/buffered to provide enclosure (*fig A.32*), increased privacy, and a sense of space for private use.

A5.07 Site Amenities

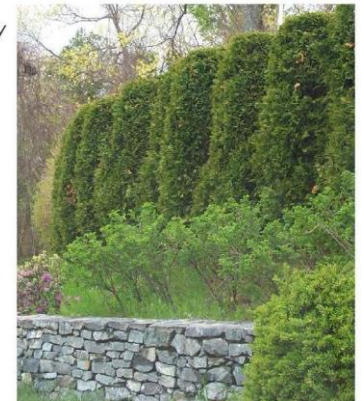
- A. Site walls - Freestanding or retaining walls may be used to delineate exterior spaces, retain slopes, provide planting opportunities, and enhance entries (*figs A.36,37*). In all cases, wall material shall be complementary with adjacent architecture and shall not exceed four (4) feet in height, except for end or intermediary column treatments. The following wall materials are encouraged: Concrete with stone or brick veneer, dry stacked natural stone, natural stone walls with interior mortar, or rough-sawn" tumbled", unbeveled pressed concrete segmental retaining walls (SRWs), natural in color. Use of cast-in-place or precast concrete, concrete block, and similar materials is discouraged.



fig A. 30: Response to Environment and Site



fig A.31-32: Boundary Demarcation & Screening



- B. Driveways - Driveways may be paved with concrete, bituminous concrete, or unit pavers. Concrete or bituminous surfaces shall not be patterned or pigmented.
- C. Walkways - Primary walkways may be constructed with brick, concrete or granite unit pavers, bluestone, or other native stone, set on concrete, bituminous concrete, or compacted aggregate base. Secondary walks may be cast-in-place concrete, bituminous concrete, crushed stone, stone dust, individual flagstones, or mulch. Stamped or pigmented concrete or bituminous concrete are discouraged. Materials, colors, and patterns shall complement other architectural features of the home.
- D. Fencing - Enclosure or animal containment fencing is permitted; perimeter or accent fences or panels are discouraged. Materials shall be wood or stone; metal or wire enclosures are prohibited.



figs A. 36-37: Stone Walls



figs A. 38-39: Arbors & Trellises

A5.07 Site Amenities, cont.

- E. Mailboxes and paperboxes - Mailboxes and paperboxes shall be located In conformance with USPS regulations and standards.
- F. Lighting
 - 1. Post lamps - High quality, residential-scale lantern post-top fixtures with three (3) "candle" lamps or gas-type globe shall be mounted on top of six (6) inch square granite post or round wood. Top of post shall be four (4) to six (6) feet above grade and set four (4) feet into the ground, be of standard greymottled granite or wood with saw cut finish with internal conduit for wiring. The post shall be set two (2) feet

from edge of driveway nearest primary entry and two (2) feet outside of right-of-way line (fifteen (15) feet from edge of street pavement) (figs A.40-42). Electric supply from house panel. (Specific fixture, lamp, post and finishes will be specified for integration.

Must be shown on site plan submitted to VGCDRB.

2. Landscape Lighting - Landscape lighting may be permitted to accent significant features and entries. Fixtures shall be located to minimize direct visibility of lamps; the integration of fixtures into the overall landscaping is encouraged.
 3. Seasonal Lighting - Exterior seasonal lighting displays are permitted during November, December, and January, but must be removed by February 1.
- G. Signs - Permanent signage shall be limited to street number, family name, and small stickers on or near main entryways. Temporary advertising or warning signage (such as yard sale or pesticide applications), posted on private or common grounds, shall be removed within 48 hours of event.
- H. Other site amenities, such as small gazebos, trellises, small fountains, birdbaths, rocks, and small garden statuettes, are acceptable if incorporated gracefully into the landscaping. Use of significant features shall be subject to review. Use of plywood figures, gazing orbs, lighted, moving, or inflated elements are prohibited, unless used for temporary holiday display.



figs A.40-42: Lantern Post Lamp on Granite Post placed near driveway edge & street trees as illustrated below



A5.08 Maintenance

- A. All improvements within public street right-of-way shall be maintained and repaired by the Town of Cumberland after acceptance by the Town, or as otherwise agreed between VGCHA and the Town. The Town shall also be responsible for snow removal from the street and sidewalks within the public right-of-way.



figs A.43-44: Mailbox on Granite Post

- B. The Village Green Cumberland Homeowners' Association shall maintain the Common areas of the residential development including snow removal, maintenance, and repair within the non-public rights-of way.
- C. The Village Green Cumberland Homeowners' Association shall be responsible for the maintenance of all improvements beyond the exterior facades of the primary and accessory buildings within the right-to-use boundary. Limited to base landscape package. Additional improvements must be reviewed for approval and possible additional charges.

SECTION B - DEVELOPMENT REVIEW PROCESS

B1.00 Village Green Cumberland Design Review

B1.01 General Conditions - The Design Review Process establishes the basis for systematic and uniform review of all proposed residential construction (exterior only), landscaping, and site improvements throughout Village Green Cumberland. The objectives of the review process are to encourage

harmonious architectural design and siting, in response to the natural land forms and vegetation, and be consistent with the overall design aesthetic and quality of construction and materials intended for the District. Additional objectives are to preserve the scenic and rural character to enhance the quality of life within the community, as well as protect property values.

- B1.02 Review Process - The submittal and review process shall be independent of, and shall occur prior to, application to the Town of Cumberland for a Building Permit or modification to the approved Final Subdivision Plan. Construction of lot improvements must be completed no later than one year from issuance of the town Building Permit.
- A. The Bylaws of Village Green Cumberland Homeowners' Association and General Declaration of Covenants and Restrictions outline specific procedures governing architectural control and required approval of all proposed site and building construction. The applicant shall follow the standards set forth in these Design Guidelines and the Final Subdivision Plan and exercise sound judgment in utilizing licensed professionals to develop architectural and landscape plans and specifications subject to review.
 - B. The review of plans and specifications for all proposed improvements shall be conducted by the Design Review Board, which retains Archetype Architects for licensed architectural and landscape architectural review.
 - C. Up to thirty (30) calendar days shall be allowed for the review process which may include comments for providing modification to application, grant approval, grant approval with conditions, or deny approval with written explanation.
 - D. The definitions, descriptions and intent conveyed in these guidelines shall be the primary review criteria.
 - E. Any proposed modifications to previously approved improvements shall be submitted for review under the approval process outlined herein.
 - F. The Review Board retains the right to approve or reject submitted improvements, in part or in full.
- B1.03 Submittal Requirements - For all projects, up to five (5) sets of the following items shall be submitted for review, with one set returned to the applicant:
- A. Fee Schedule - The applicant shall be responsible for payment of all professional review fees, outlined as follows. Fees and schedules subject to change over time. Application submissions will be reviewed and response issued within fifteen (15) working days after receipt of complete application.

Review fees: New Construction

- 1. Use of approved prototypical plans – No Fee

2. Modifications to building prototype and existing homes subject to using Archetype Architects.
 3. Initial consultation with David Lloyd: \$250. For design and drafting necessary to incorporate changes: \$65 per hour.
- B. Project Description - A written narrative describing the general parameters and scope of the proposed improvements. Include contact information of desired builder.
 - C. Home Orientation on Lot - A plan illustrating orientation of exterior private spaces, accessory site amenities, structures, outbuildings, etc. and layout dimensions.
 - D. Lot Grading Plan - A drawing, using contours, spot grades and/or arrows, indicating dwelling footprint and finish floor elevations, slope direction and steepness, stormwater drainage flow direction, retaining walls, and impervious surfaces (driveways, walks, concrete pads, decks, patios and the like).
 - E. Landscape Plan - A drawing indicating plant material species and size, including, but not limited to: trees, foundation plantings, screening, boundary plantings, flower beds, gardens, rock gardens, etc. If phased installation, provide estimated schedule for completion.
 - F. Building Floor Plans - Drawings illustrating overall arrangement with dimensions, finish floor elevations, room names, window and door locations, and locations of utility connections/meters and exterior air handlers/compressors.
 - G. Building Elevations - Drawings describing overall massing, roof configurations, entry sequences, fenestration, lighting, roof accessories, and utility connections. Materials and/or colors may be indicated on the elevations or through a separate material narrative.
 - H. Construction Schedule - The applicant shall provide a detailed construction schedule indicating the anticipated commencement and completion dates.
1. Exterior construction shall be complete no later than six (6) months from first excavation, unless a written request for extension is submitted at least one week prior to six-month completion date. Time extensions may be granted for: weather, season, growing season. Evidence of appropriate escrowed funds and schedule for completion of extended work shall be submitted with request.