



BUILDING QUALITY ONE HOME AT A TIME

NEW HOME PLANNING GUIDE

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

For most of us, a new 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. Your home should be, above all other things, a reflection of you.

We have designed this Planning Guide to assist you in the selection and design of your new home. It is equally useful for guiding you in the design of a custom home or selecting from a library of existing plans. 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.

Optionally, **Toliver Homes** would be very pleased to spend an informal afternoon with you and your family to discuss and complete this form. Ours is a family owned business that specializes in making houses into homes. Building a home that truly reflects your family goals and personal lifestyle requires building a relationship; we look forward to starting that process as early as possible. Aligning our goals and measures for success is imperative. Let us know how we can help.

Construction Costs usually play an important role in the decision process. Since prices for new construction vary widely for region and locality, it might be a good idea to spend a Saturday or Sunday afternoon researching sales pricing of new homes in the neighborhoods you are interested in. Try to compare homes that have a similar level of quality, interior and exterior finish to what you are interested in building. A good custom builder should provide you with a competitive advantage. Based on the selections that you provide herein, Toliver Homes will assemble a budgetary estimate on your concept home and work closely with you to refine your selections, sizes, finishes, and design to meet the needs of both your family and your budget.

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 quality design and construction services when you plan your next home. Your input is invaluable; it is the single most important component for success. Please include a completed copy of this guide along with any additional sketches or ideas for a design proposal.

Toliver Homes

If there's anything else we can do, just give us a call at **(480) 502-8300** or drop us a note at **info@toliverhomes.com**

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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 and lifestyle, 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. In what rooms 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, gazebo, BBQ, spa, etc?

6. Do you need a guest room and adjacent or attached 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?

2. Project Information

A. Square Footage Definitions

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, unfinished 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 Building Program

This section allows you to make programming selections that will determine the make-up of your home. The list below shows the standard rooms and sizes that will help us calculate typical square footage requirements. If you have an overall home size in mind, completing the rest of this section and determining actual square footage results from your selections will help you re-size as required to suit the overall size limitation.

Circle the necessary rooms as well as the desired rooms. Also circle one of the sizes, or write in a special size if you have one in mind. You may stop at this point and let your **Toliver Homes** design representative guide you in completion of the sizing process.

However, if you are so inclined and have a good sense of space, take the next step and 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 (circulation refers to corridors and hallways). This is your estimated Total Square Footage Requirement.

Interior Finished Areas

Room	Size A	Size B	Size C	Square Footage (optional)
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	_____
Family / Great Room	15 x 15	18 x 18	21 x 21	_____
Study / Library	10 x 12	12 x 12	12 x 14	_____
Home Office	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 Bedroom	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	_____
Bedroom 4	10 x 12	12 x 12	14 x 14	_____
Bedroom 5	10 x 12	12 x 12	14 x 14	_____
Bedroom 6	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	_____
Bath 4	5 x 8	5 x 10	6 x 12	_____

Other Rooms	Approx. Size	Square Footage (optional)
Solarium	_____	_____
Sewing Room	_____	_____
Bonus	_____	_____
Media Room	_____	_____
Recreational / Exercise 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	_____	_____
Basement	_____	_____

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

TOTAL: _____

Other Unfinished Areas (not included in square foot numbers)		
Room	Approx. Size	Square Footage
Basement	_____	_____
Cellar / Wine Cellar	_____	_____

The initial programming list above represents the features your home will include as well as the projected total square footage. Again, don't worry if you have not selected sizes; your representative will be happy to sit down with you and complete this section based on your projected overall target square footage.

C. Defining your Requirements

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

1. How many levels do you prefer?

One Story, Two Story, Split Level, _____

2. List minimum desired ceiling heights (list specific heights under #6 if you wish)

First Floor _____

Second Floor _____

Basement _____

Attic _____

Great Room _____

Clarify: _____

3. Based on the information on the previous pages:

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

If so, how many people will use the office at the same time? _____

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')? List larger sizes if desired.

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

6. Describe special ceiling designs for specific rooms

Special ceilings can add an additional dimension to otherwise square rooms giving an area a more expansive feel and look. Typical types of special ceilings are as follows:

Tray Ceiling: Characterized by a high perimeter band near the walls and a lower center area resembling a “tray” that seems suspended from the higher area.

Coffered Ceiling: Characterized by a low perimeter band near the walls and a higher center area creating a step up that is elevated from the perimeter area.

Vaulted Ceiling: Characterized by a slanted incline from either side of the room or both, terminating in a high peak or ridge.

Special Finish Ceiling: Feel free to describe any special finishes desired. Special finishes can range from hardwood planking to specialty painting and frescoes.

Ceiling Type / Height	Room(s)
Tray Ceiling	_____
Coffered Ceiling	_____
Vaulted Ceiling	_____
Special Ceiling (describe)	_____

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

Alarm System	Intercom System	Fireplace(s)_____	
Standard Shelving	Cabinets	Dressing Area	
Gas Grill	Seating in Kitchen	Overlook Balcony	Elevated Patio
Bookcases	Display Shelves	Laundry Shoot	Desk(s)
Jacuzzi Tub	Steam Shower	Wet Bar	Central Vacuum

8. Select from the following floor finishes and add to the chart below.
 If there is a floor finish not listed, please list and describe.

Ceramic Tile	Travertine Tile	Vinyl Tile	
Natural Stone	Marble	Slate	Flagstone
Hardwood Flooring	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.

Undercounter Lighting	Island	Pantry	Seating Area
Wine Cooler	Wine Rack	Large Drawers	Small Drawers
Glass Doors	Open Shelving	Lazy Susan	Computer Station
Workdesk	Vegetable Sink	Serving Counter	Trash Compactor

Other items (list specific appliance brands if desired):

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
<i>Example:</i> Great Room	<i>1st</i>	<i>Rear of Home</i>	<i>Fireplace, Display Shelves</i>	<i>Hardwood</i>
Foyer				
Living Room				
Dining Room				
Kitchen				
Breakfast				
Family / Great Room				
Study/Library				
Powder Room				
Laundry				
Garage				
Storage				
Master Bedroom				
Master Bath				
Bedroom 2				
Bedroom 3				
Bedroom 4				
Bath 2				
Bath 3				
Bath 4				

Primary Adjacencies:

Example: Kitchen to Dining Room

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Secondary Adjacencies:

Example: Master Bedroom to Study

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Not to be Adjacent:

Example: Master Bedroom to Laundry Room

- 1.
- 2.
- 3.
- 4.
- 5.

4. 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 or more that represent 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. Bear in mind that some of the types and styles listed below may not be appropriate for your particular location or community based on covenants, community preferences, or local limitations.

In the event that **Toliver Homes** has knowledge on community limitations of home styles or types, we have already limited the number of choices below to better represent those styles most appropriate in your community. These are simply listed as guidelines for your review and consideration. Selection of any particular style will not limit your options moving forward.

5. Site Conditions

A. Foundation Options

The slope or terrain of your proposed site can serve as one of the most important factors in determining the type of foundations appropriate for your home. For example, in building a home on a slab foundation you would typically look for a fairly level lot or appropriate building site to minimize the amount on cut and fill that might otherwise be required. Listed below are typical foundation types, circle the foundation you desire.

1. Basement

If you are interested in a basement foundation, look for a lot that slopes down from front to back or from side to side. A lot, which slopes up from front to back, can be more difficult and expensive because you have to allow for excessive steps or fill to access the front door. If specifying a basement, please answer the questions below.

- a. Walk-out daylight basement or cellar type
- b. Finished or Unfinished

2. Slab or Post-Tension Slab Foundation

To utilize a poured concrete slab foundation type, make sure the site can be properly graded to be relatively flat, typically a 1 to 2 foot drop off from one side to the other, while still accommodating for positive drainage away from the home. A slab foundation is often the simplest and least expensive option and consists of a poured concrete surface with a thickened or turned-down perimeter and additional depth added under load bearing interior walls.

4. Raised Slab Foundation

Another option to a crawlspace foundation is a raised slab foundation. This can be more cost effective because of the cost of wood in a floor system. Construction consists of a concrete block stemwall approximately 3 feet tall that continues around the perimeter of the home that is reinforced with concrete and steel, the interior area is then backfilled with sand and a concrete slab is poured as the floor system.

B. Building Site Specifics

Just as in designing a home, selecting a building site for your family can be a serious decision. Real Estate agents tell us one of the most important factors in choosing a lot is the general location or neighborhood. Important factors include, adjacent property values, local communities, schools, churches, shopping, views, lakefront access and proximity to your work place. Even if you do not have school age children, the resale and retained property values of a quality school system will affect the value of your home for many years to come.

Almost without exception there are building restrictions that can affect the choices you make with respect to your building site layout and locations of structures. The following sections will allow you to list any restrictions that you may be aware of before the design process begins. In the event you are not aware of any such restrictions, there is no need to be concerned. Rest assured that **Toliver Homes** would ensure that all restrictions are considered and met during the building process.

1. Subdivision Requirements or Restrictive Covenants

Are you aware of any covenants or building requirements in the subdivision you are considering such as, appropriate usage, exterior materials/colors, roof pitches, garage access, etc? Please provide us with a written copy if one is available.

2. Setbacks

We must allow for locally mandated front rear and side setbacks when designing the width and length of the home. We must also allow for an appropriate driveway, (about 10 to 20 feet wide) and if necessary, room for a turn-around area (30 feet from side-entry garages). Describe any specifics for your lot that you are aware of:

3. Easements

Are you aware of any utility or drainage easements that could limit the use of the land? Typically you cannot build within this area. Easements usually exist along the rear or side of a lot to allow for power, telephone, gas lines or storm-water access.

4. Flood Plain

Before purchasing your lot, check with the local zoning department to verify that the proposed building site is not restricted by a flood plain or other natural encumbrance. Are you aware of any such restrictions?

5. Special Requirements

List the need for 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. Do you have any suggestions? List any areas or sides of the property that you would particularly like shielded for privacy.

C. Designing for your Site

Site conditions can have a profound impact on the way your house is designed. Please be as specific as possible with all of these questions. A site plan diagram, which maps distinguishing features, can be very helpful. If you have a site map or plat layout that you can provide to us, you need not answer questions 1 and 2.

If you already have your site:

1. Describe the location and dimensions of your site including width and depth.

2. If applicable, list the maximum width and/or depth for your home?

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 desirable or undesirable views to take into consideration? In what direction do these lay? You can also describe or include a photo of any distinguishing features that you wish to be preserved or integrated into the design.

6. Indicate any additional information regarding the site that you feel may impact the design.

6. Summary

Once you have completed the previous sections, including Square Footage Calculations, Establishing a Program, Defining Requirements, Describing Features, Adjacencies, Exterior Styles and Site Conditions, you have established a comprehensive list of criteria necessary to effectively assist in the design of a new home or selection from existing plans that might meet your specific needs.

7. Family Profile

If you are designing a new home the name of record should be the primary contact for the project. This will be the person contacted on a regular basis, so it may be helpful to choose the most accessible family member for the primary contact. Additional family member information should include any planned family additions or live-in relatives that may vary while you are in this home.

Name _____

Spouse Name _____

Home Telephone _____

Home Address _____

City _____

State _____ Zip Code _____

Company _____

Work Address _____

City _____

State _____ Zip Code _____

Spouse Company _____

Work Address _____

City _____

State _____ Zip Code _____

Additional Family Member Name	Age	Relation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____