



Project Planning Guide

Custom Dream Homes

The purpose of this guide is to help you prepare for the journey of building your custom dream home.



Caitlin Kelley Architect
caitlin@caitlinkelleyarchitect.com
858.344.2404

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The Project Planning Guide

Starting Your Journey

Congratulations! Opening this Project Planning Guide is the first step in realizing your custom dream home. For most everyone, building their custom dream home is the most significant endeavor they will ever undertake. However, there are many things to deliberate when taking on such a big project and engaging an expert to steer you through the process is the best choice you can make.

This Project Planning Guide gives you an overview of the journey ahead and how to prepare.

If you chose to engage Caitlin Kelley Architect, we will navigate the entire process together to successful completion. Years of experience qualify me to be a strong advocate for you and your custom dream home.



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The Journey

An Overview Of The Process

Once you're ready to get serious about your building project, the feasibility of your dreams and ideas needs to be analyzed. If you decide to work with Caitlin Kelley Architect, together, we'll explore how to bring your vision to life. The Pre-Design Review is for gathering information and Ideas to find the best options. It identifies your objectives and ensures you are maximizing the potential of your site and budget. Here is a synopsis of the Architectural Process.

Pre-Design Research, Analysis, & Idea Gathering	Schematic Design Loose Hand Sketches	Design Development Detailed Design	Construction Documentation Plan Preparation	Permitting & Bidding Plan Check & Final Pricing	Construction Construction Admin. & Observation
<p>The Pre-Design Phase gathers technical data, information, and ideas and sets a preliminary construction budget.</p> <p>Your architect is here to assist you in developing your program. Collect images, articles, bookmark websites, and set up a Pinterest Board online of the style and features you like.</p> <p>This Review is a stand-alone service that assists both you and your architect in establishing the scope of your project, which sets the architectural fee.</p> <p>Order Survey & Soils Report as needed.</p>	<p>Engage Caitlin Kelley Architect as your design professional.</p> <p>The architect explores design concepts, site conditions, and strategies for energy efficiency.</p> <p>The architect presents a graphic strategy of your program through loose hand sketches, renderings, and 3d computer-generated models for your comments and approval.</p> <p>Engage the Civil Engineer as needed.</p>	<p>The architect starts to develop the approved schematic design drawings into more refined and detailed plans, elevations, renderings, and 3d computer-generated models.</p> <p>The owner and architect make material and finish selections for the exterior and interior.</p> <p>After Design Development, the owner and architect solicit contractor(s) to present a preliminary bid to determine the viability of the design relative to the budget. The architect modifies the plans if necessary.</p>	<p>The architect engages the remaining consultants required to complete the documentation drawings.</p> <p>These may include:</p> <ul style="list-style-type: none">• Structural Engineer• MEP Engineer• Landscape Architect• Energy Consultant• Lighting Consultant• Solar Consultant <p>The architect prepares schedules:</p> <ul style="list-style-type: none">• Doors & Windows• Equipment & Lighting• Fixtures <p>and Specifications:</p> <ul style="list-style-type: none">• Materials & finishes• Equipment	<p>The architect submits the Plan Package to the Planning and Building Departments for a plan check review. Depending on the jurisdiction, this can take a few weeks to several months.</p> <p>The architect and engineers respond to the review comments and work toward obtaining the building permit.</p> <p>During this time, the contractor prepares the final pricing of the project and outlines a schedule for construction in preparation for the building process.</p>	<p>The architect's role shifts to project management. Regular site visits and meetings between the Owner, Architect, and Contractor occur.</p> <p>This scope can be defined in the architectural contract or as an addendum to the contract, depending on the initial negotiations of the agreement.</p> <p>The contractor is responsible for managing, scheduling, and the means and methods of construction. The architect assures that the contractor is building the project per plan and is following the design intent.</p>

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The Construction Expert Directory

Professionals For Each Phase Of Your Project

It's one thing to understand what to do - it's another thing to know who can help you get it done. I have a list of qualified consultants and contractors in the various locations that I work and can make recommendations or collaborate with others, should you have a particular consultant or contractor in mind for you project. The following is a list of the consultants, other than the architect, that you might need for your specific project. And specialty consultants can be sourced, should your project require them.

Profession:

- Surveyor
- Civil Engineer
- Structural Engineer
- Mep Engineer*
- Interior Designer
- Landscape Architect
- Lighting Designer
- Energy Consultant
- Solar Consulant
- General Contractor
- *Mechanical, Electrical, Plumbing



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The Construction Cost Estimator

Approximating Your Building Costs | The Reality Check

There are so many variables to consider when trying to estimate a project. Guessing makes matters even worse. But estimating how much it will cost to build your Custom Dream Home is a very important exercise, so you have an approximate idea of what you're going to have to spend to achieve your goal.

This guide will help you calculate an approximate overall cost for your project. Your actual number may be more or less, but it is helpful to see this estimation so you can budget accordingly. Keep in mind that costs will vary across the country.

New Home Cost Estimator				Estimate Your Cost	
Area	Low	Medium	High	Area	Cost
\$ PER SQ. FT.	\$250	\$375	\$500		
X 1000	\$250,000	\$375,000	\$500,000		
X 2000	\$500,000	\$750,000	\$1,000,000		
X 3000	\$750,000	\$1,125,000	\$1,500,000		

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Engaging With The Right Architect

How To Hire The Best Architect For Your Project

An architect goes through extensive education and rigorous training, sometimes taking years to pass all the exams to achieve licensure. But not all architects will be a fit for your project. When choosing your architect, not only do you want to look for compatibility, but your architect should be your advisor, advocate, project leader, and mentor. The right architect for you depends on your personality, design abilities, and experience. Here's a list of factors to help you ascertain if the architect is right for your project.

Team - What is the team approach? How does the architect collaborate with you? Look for an architect who is a team player, promoting a supportive, cooperative environment.

Communication - Look for someone who listens to your needs, wants, and desires and has the ability and skill to interpret them into design.

Value - Design excellence creates value. Livability and resale value should withstand the test of time when creating your dream home.

Design Philosophy - Does the architect's design philosophy align with your sentiments? At Caitlin Kelley Architect the focus is on creating enlivening architecture through unique, sustainable designs for today's environmentally aware community.

Versatility - An architect who is versed in a range of architectural styles can provide you with the best design solutions for your project. Your desires are reflected in the design, and the style is one that pleases you.

Cost Conscious - Can the architect clearly explain how each variable affects the design and budget?

Reputation - Is the architect's business based on professionalism, integrity, and design excellence? Get references.

Availability - Is the architect willing to devote substantial time to your project from start to completion?

Fees - Fees are tailored to each project. Discuss costs and expectations for design services in the early stages of the design process.

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What Does An Architect Do?

Understanding The Role Of The Architect

An architect's role is more complex than most people realize. At Caitlin Kelley Architect, every aspect of your project is tended to by me - from concept and design development to construction administration and completion. I oversee every part of the process to ensure the success of your most important investment.

Myth

An architect drafts plans for the builder.

Reality

An architect is responsible for the design, coordination, and management of the project including:

TITLE RESEARCH

The architect researches the title for easements, covenants, and encumbrances.

COMPLIANCE

The architect gathers information on the site's zoning and building regulations, including design review approval processes, historic preservation considerations, and environmental impacts.

LEADERSHIP

The architect heads up the team of professionals required for the project's scope, including engineers, designers, builders, and tradespeople.

DOCUMENTATION

The architect prepares final plans, schedules, details, and specifications, organizing the engineering documents and calculations into the construction documents.

CONSTRUCTION ADMINISTRATION

The architect visits the site regularly to observe the construction and meet with the owner and contractor to address any issues or concerns.

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Start Writing Your Program Using These Seven Questions

Contact Caitlin Kelley Architect For Your Programming Guide

Defining your project brings everything into focus, and your architect is here to assist you in this process. Start by answering these seven questions.

- 1. Define your current living situation:**
- 2. How do you move about your home? Is that changing?**
- 3. What result must you see to know that your project has been successful?**
- 4. How do you want to feel in your new home?**
- 5. How do you want others to feel when they visit your home?**
- 6. What is your budget? What is your timeframe?**
- 7. Describe what “home” means to you:**

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Why do you need an architect?

Taking The Next Steps

Preparing for your journey requires thorough preparation and planning. Rushing this process is the main reason projects go over time and budget.

The following questions will help you determine if you are ready to move forward.

ANSWER THESE QUESTIONS WITH A SCORE OUT OF 10	NO IDEA	SORT OF	100%							
HOW CLEAR ARE YOU ON EXACTLY WHAT YOU WANT?	1	2	3	4	5	6	7	8	9	10
ARE YOU AWARE OF YOUR SITE'S FULL POTENTIAL?	1	2	3	4	5	6	7	8	9	10
DO YOU KNOW ALL THE LEGAL REQUIREMENTS AND PLANNING REGULATIONS FOR YOUR SITE?	1	2	3	4	5	6	7	8	9	10
HOW CONFIDENT ARE YOU THAT YOUR BUDGET IS SUFFICIENT ENOUGH TO BUILD WHAT YOU WANT?	1	2	3	4	5	6	7	8	9	10
DO YOU KNOW HOW TO COMPLETE A PROJECT ON TIME AND WITHIN BUDGET?	1	2	3	4	5	6	7	8	9	10
ADD YOUR SCORES TOGETHER FOR YOUR OVERALL READINESS RATING	=	/50								



**Are you ready to get started?
Let's talk.**



Caitlin Kelley Architect

caitlin@caitlinkelleyarchitect.com • 858-344-2404