

*Rocking Horse Farm
Design/Review Application User Guide*

Step 1



Step 2



Step 3



ROCKING HORSE
FARM

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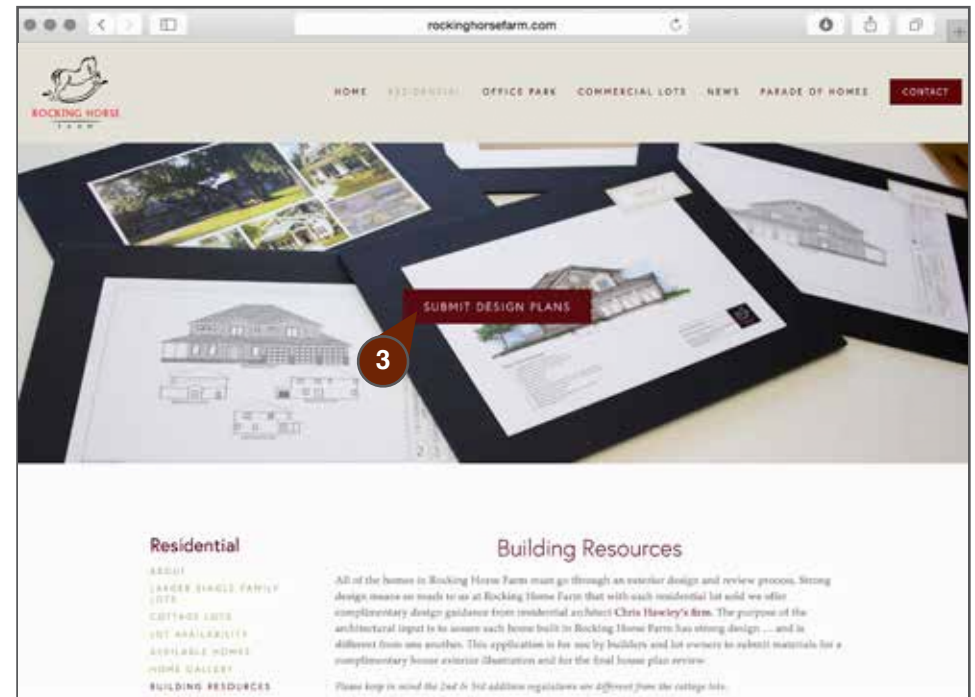
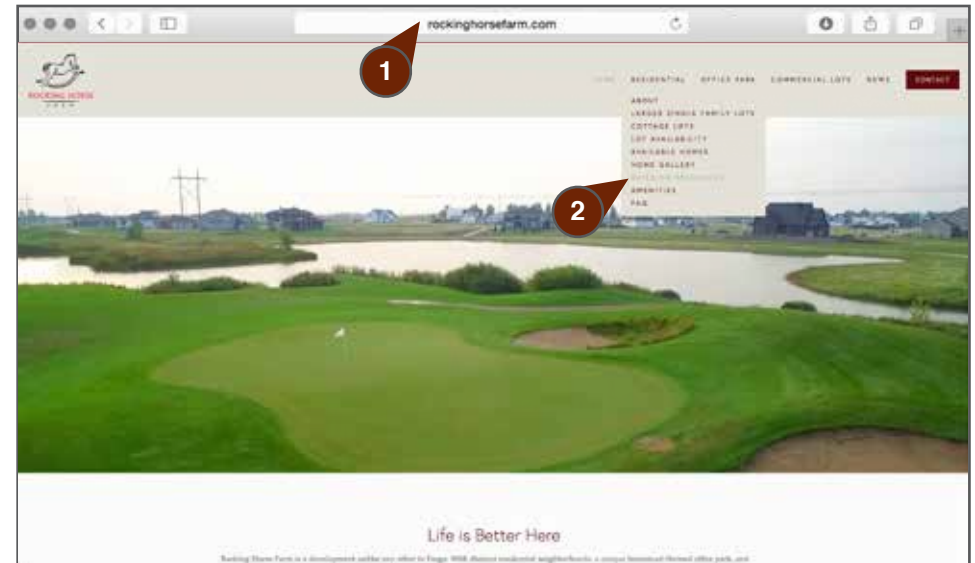
GETTING STARTED

The Rocking Horse Farm design and review web application has been created to streamline the process of submitting material and information for the complimentary exterior illustration and the final plan review. This instruction guide will walk you through the three-step process as described in our Housing Design Guide Book.

Accessing the Design/Review Application

1. Open your internet browser and go to www.rockinghorsefarm.com.
2. Select the “Residential” menu at the top of the page, which opens a pull-down menu. Select “Building Resources” from the pull-down menu.

On the Building Resources page, click on the “Submit Design Plans” button.

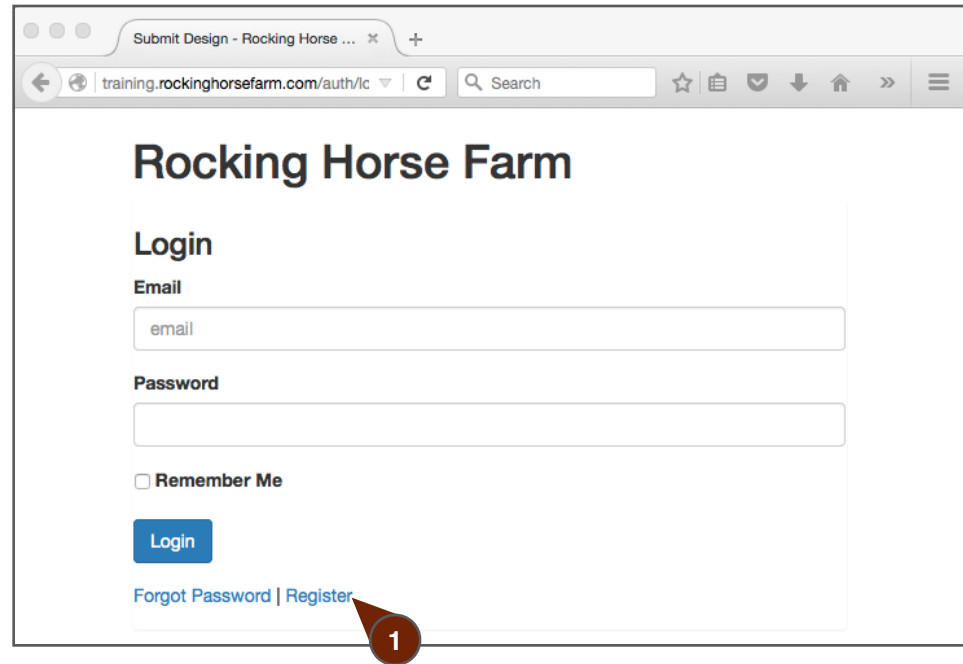


Register for the Design/Review Application

If this is your first time using the design/review application, you'll need to register.

1. On the login page, select the "Register" link at the bottom of the page.
2. Enter your company name. Please register only one time for your company, even if you have multiple employees who will use the site.
3. Enter your email address.
4. Enter and confirm your password. The minimum password length is six characters.
5. Select "Create Account".

You will now be logged into the Design/Review Application.



Submit Design - Rocking Horse ...

training.rockinghorsefarm.com/auth/login

Rocking Horse Farm

Login

Email

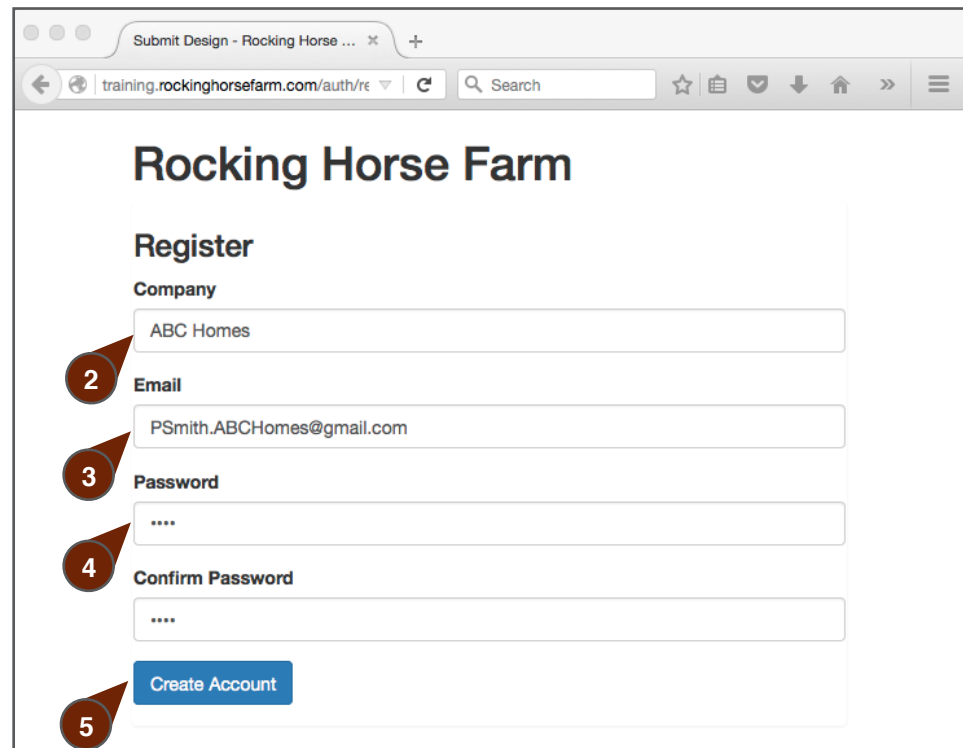
Password

Remember Me

Login

[Forgot Password](#) | [Register](#)

1



Submit Design - Rocking Horse ...

training.rockinghorsefarm.com/auth/register

Rocking Horse Farm

Register

Company

2

Email

3

Password

4

Confirm Password

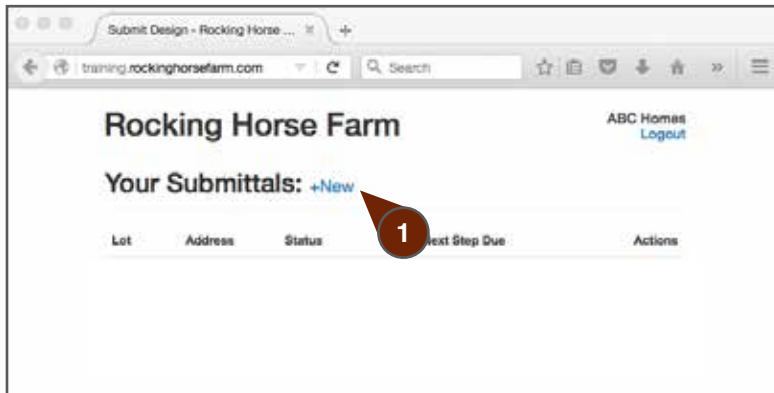
5

Create Account

DESIGN AND REVIEW PROCESS STEP ONE

Submitting for Complimentary Exterior Illustration

Once you're logged into the Design/Review Application, you can initiate submittals and monitor your projects as they move through the design and review process. Upon login, you'll see the following page:



Once you or your client have selected a floor plan and collected inspiration images, it's time to submit for your complimentary exterior illustration. This is the first of three steps in the Rocking Horse Farm design and review process.

1. On the "Your Submittals" page, select the "+New" link to access the submittal form for your complimentary exterior illustration.
2. Select your Block and Lot number. After selecting the lot number, the street address will appear to the right. Please verify that you have selected the correct lot.
3. Fill out the questions on the form completely. *Incomplete forms will be returned for more information, delaying the delivery of the complimentary illustration.*
4. When the form is complete, select "Next Step".

Submit Design - Rocking Horse ... x +

training.rockinghorsefarm.com/create

Search

Rocking Horse Farm

ABC Homes Logout

New Submittal for Complimentary Illustration Step 1 of 2

*All fields required

Select Block 1 Select Lot 15 6129 Marigold Loop

2 Proposed project style (example: Two-Story Colonial, Cape Cod, Arts & Crafts, etc)*

Two story colonial/cottage. See inspiration images.

3 Project square footage*

###

Exterior color scheme as proposed*

Dark gray with white trim, black shutters, multi-color stone.

Roof pitch and roof type proposed (example: 4/12, hipped)*

6/12

Exterior materials as proposed (brand and colors)*

Dark gray steel siding with white trim, white garage doors, black shutters, composite front porch.

Current project budget as submitted*

###,###

Budget of project with changes (goal)*

###,###

Additional comments from homeowner and/or builder*

Notes go here.

Next Step

4

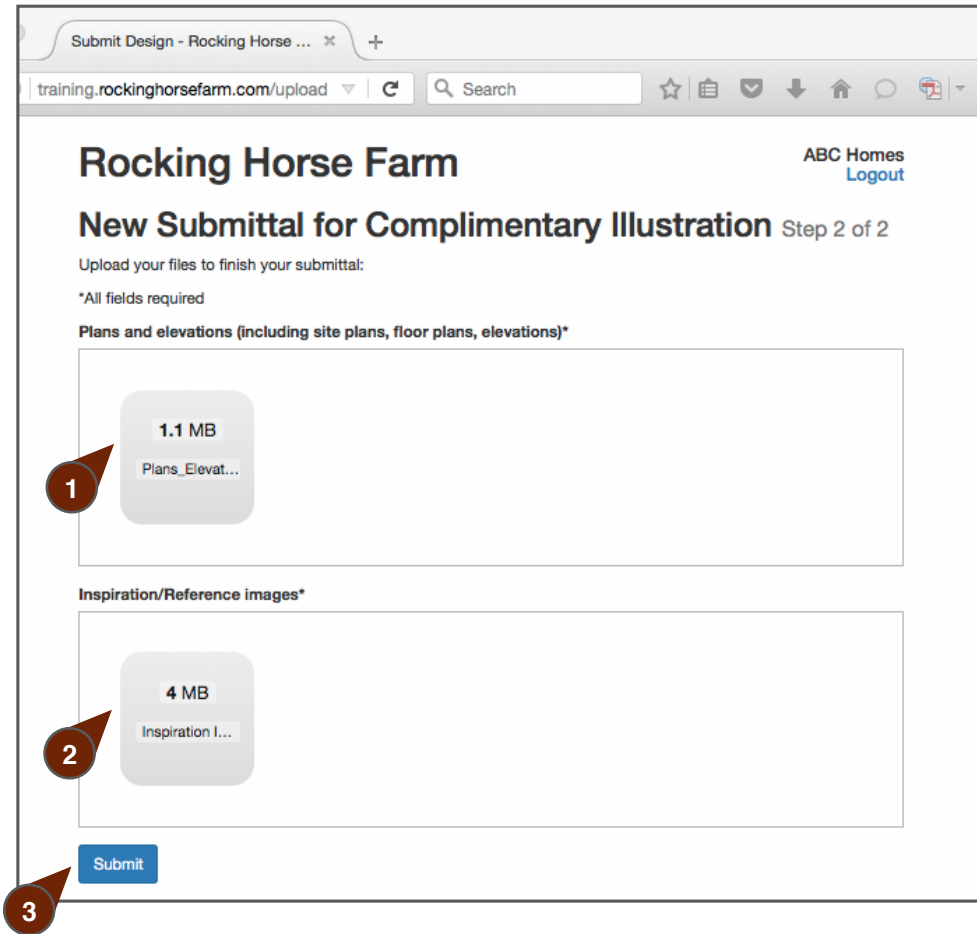
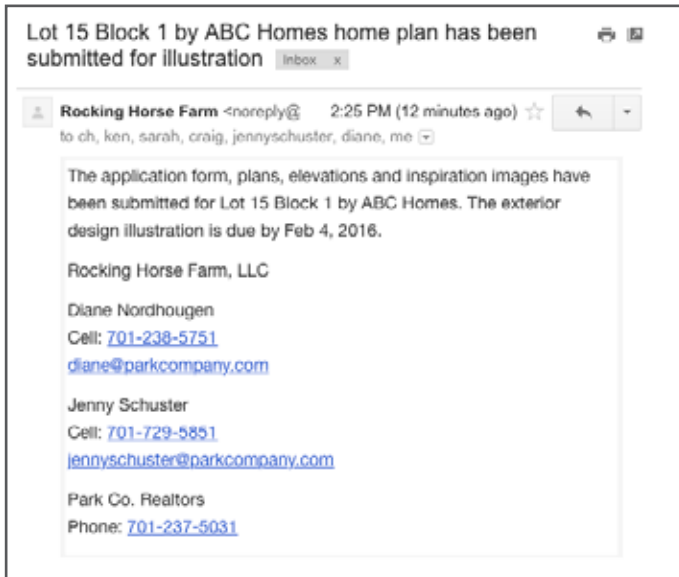
Submitting for Complimentary Exterior Illustration - *continued*

In the next step of the submittal for complimentary illustration, you'll upload the floor plans, elevations and inspiration images.

Before uploading, you'll have to save your documents as image files or scan hard copy documents (.pdf, .jpg, or .tiff files will work great).

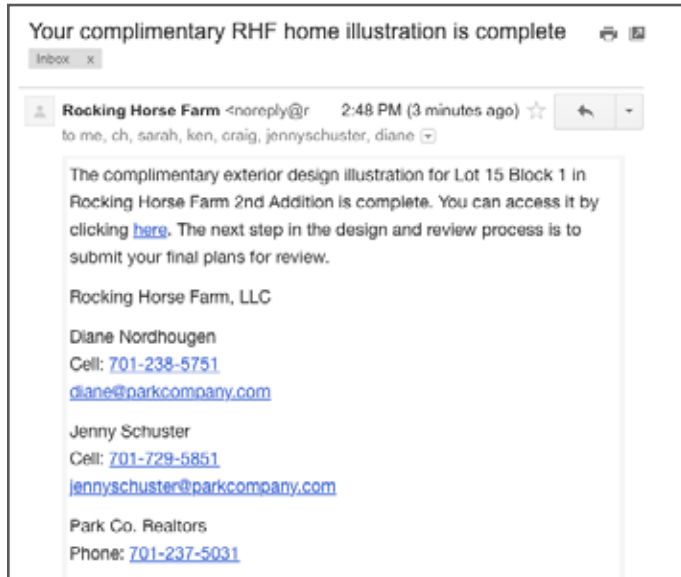
1. Drag the house plan and elevation files into the box, or click in the box to browse and select your files.
2. Drag the inspiration images into the box, or click in the box to browse and select your files.
3. Click "Submit" to complete the submittal for your complimentary exterior illustration.

After submitting you will receive an email (see below) confirming our receipt of the material, and indicating the date and time by which you can expect to receive the complimentary illustration.



DESIGN AND REVIEW PROCESS STEP TWO Viewing Your Complimentary Illustration

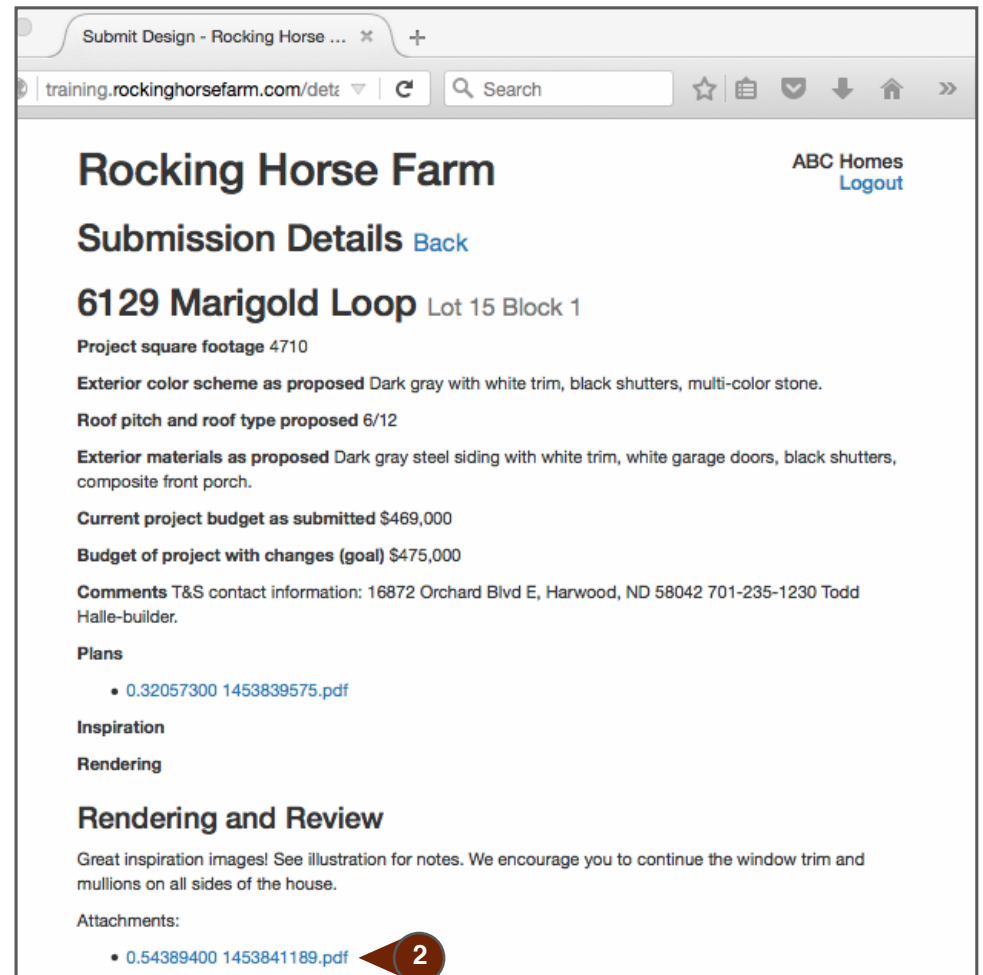
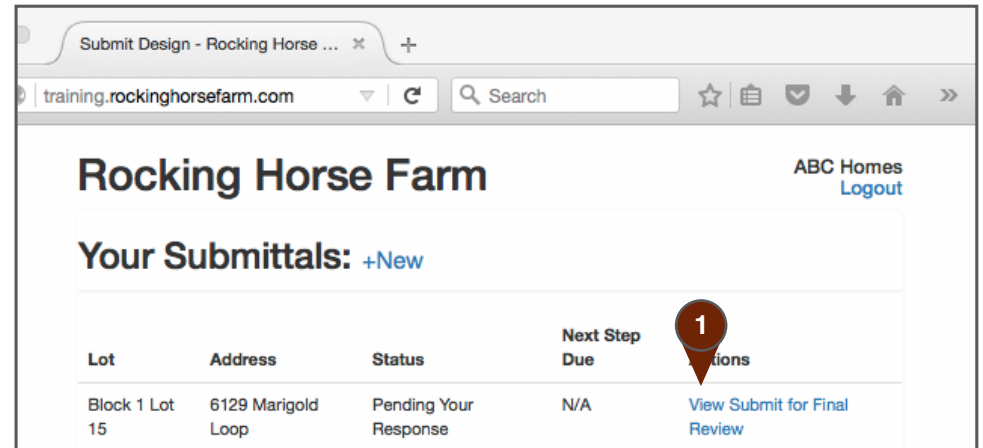
Within seven working days from the time we receive your complete submittal, we'll deliver your complimentary illustration. You'll be notified by email (see below for an example) once the illustration is uploaded to the design and review application.



You can access the illustration by clicking on the link in the email, or log into the design/review application at www.rockinghorsefarm.com as indicated earlier in the document.

1. If you want to access your illustration by logging into the design/review application, select the “View” link for the appropriate lot. This will take you to the Submission Details page. If you click the link in the email, you will arrive directly at the Submission Details page.
2. Click on the attachment in the Rendering and Review section of the Submission Details page.

At this point, it is up to the builder and homeowner to take our exterior design recommendations and translate them into a final plan, which you will submit for review in the next step.



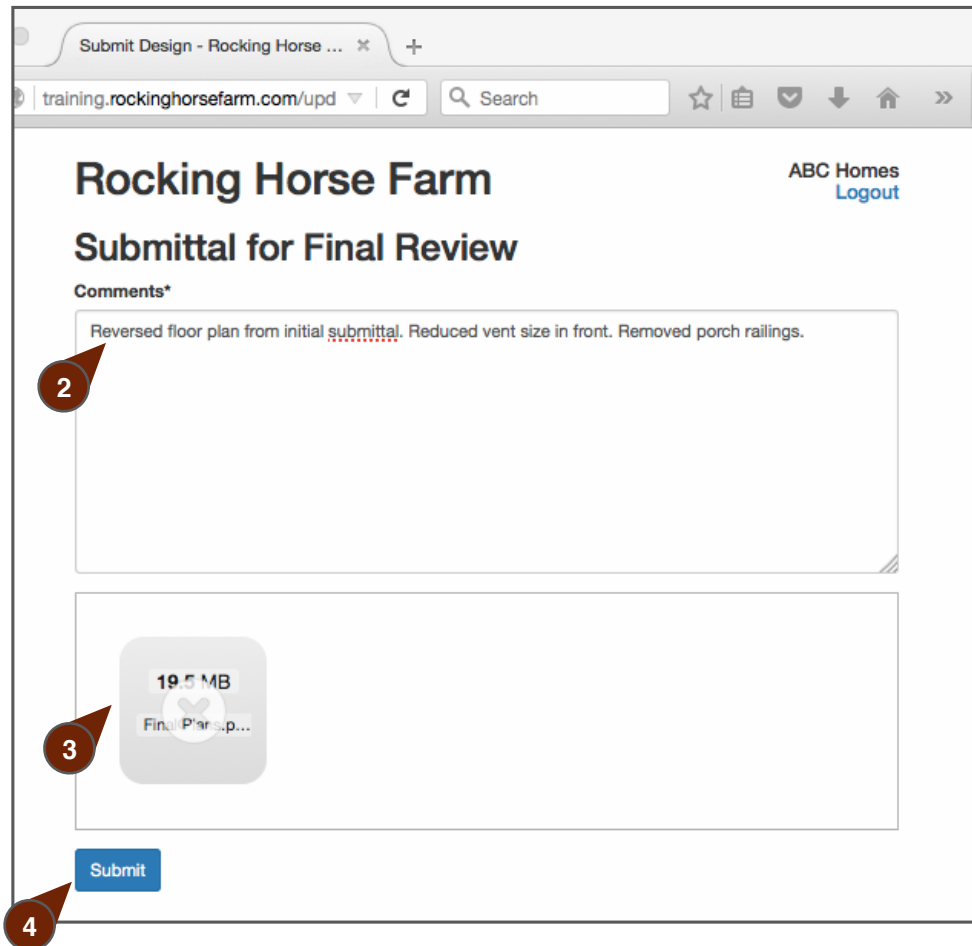
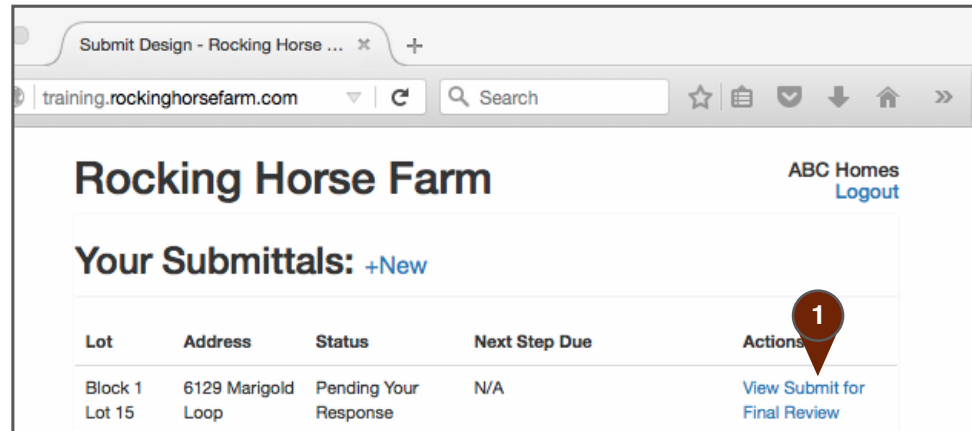
DESIGN AND REVIEW PROCESS STEP THREE

Submitting for Final Review

Once the builder and homeowner have incorporated our exterior design recommendations from the complimentary illustration and worked through the details of the home design, it's time to submit for final plan review.

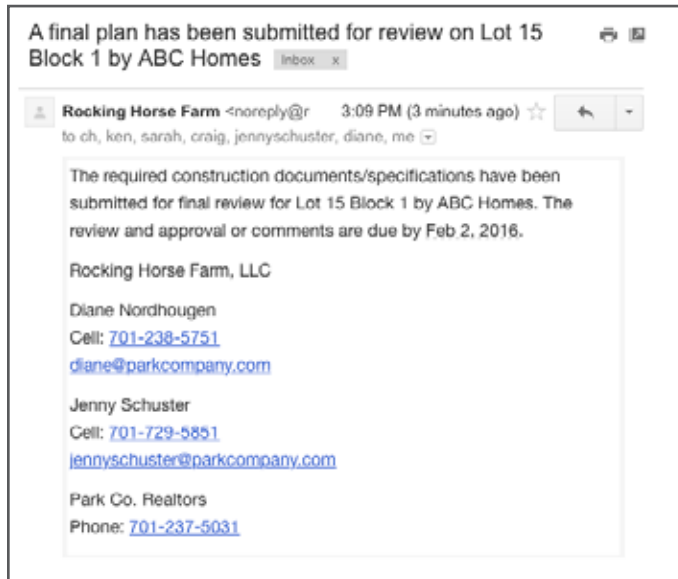
Just like the previous submittal, before uploading, you'll have to save your documents as image files or scan hard copy documents (.pdf, .jpg, or .tiff files will work great).

1. Click on the "Submit for Final Review" link on the "Your Submittals" page. Make sure you are submitting for the correct lot if you have more than one submittal in process.
2. Type in any comments that you feel are important for us to consider when reviewing your final plans.
3. Drag the final house plans and elevations into the box, or click in the box to browse and select your files.
4. Click "Submit" to complete the submittal for final plan review.

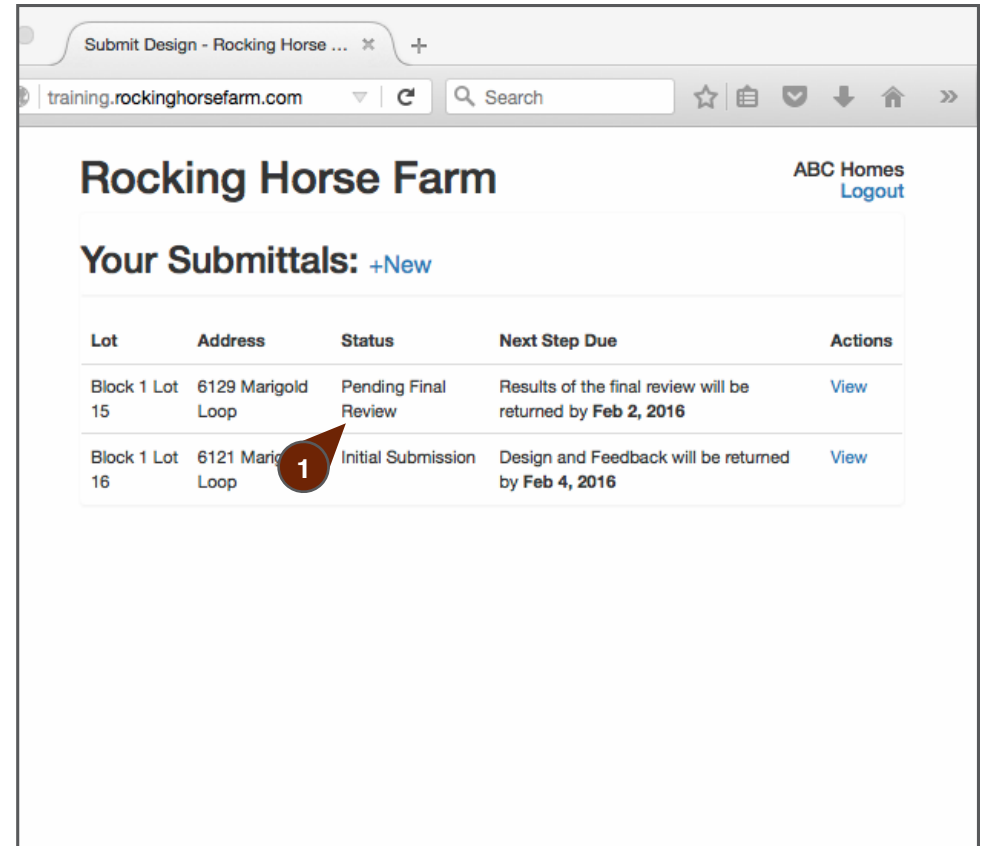


Submitting for Final Review - continued

After submitting you will receive an email (see below) confirming our receipt of the material, and indicating the date and time by which you can expect to receive our feedback.

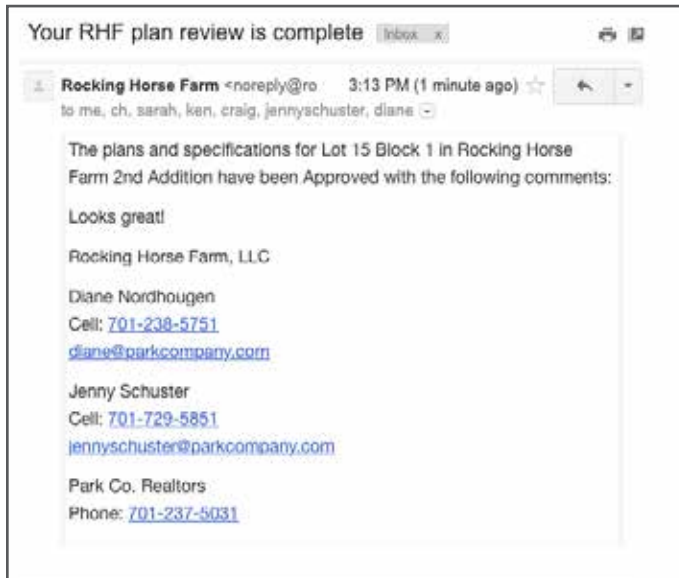


1. As with the previous submittal for your complimentary illustration, you can monitor the status of your submittal through the design/review application.



Submitting for Final Review - continued

We'll notify you by email (see below) when we've completed the final plan review.



Our final review feedback will be one of three responses:

- Approved
- Approved with Comments
- Revise and Resubmit.

Approved means your plans are fine as-is. Approved with Comments means your plans are approved as long as you incorporate our comments. Revise and Resubmit means we'd like you to go back and re-work your plans. In the case of resubmitting revised plans, you will repeat the same process as submitting for final review.