

# DESIGN REVIEW PROCESS CHECKLIST & APPLICATION FORM

## I. CONCEPT REVIEW

### A. Requirements

- Review Design Guidelines
- Review Covenants, Conditions, and Restrictions
- Site Visit (w/Architect)
- Site Visit (w/ARC Rep.)
- Conceptual Design and Site Plan
- Artistic Sketch
- Notification Sign Posted (Appendix IV)

### B. Procedures

- Pre-design meeting with Architect

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Approval      Date: \_\_\_\_\_

***I understand the application requirements and hereby submit the attached application for review.***

Unit Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

## II. PRELIMINARY PLAN REVIEW

### A. Requirements

- Detailed Site Analysis
  - Survey and legal description
  - Existing topography
  - Tree, shrub, rock locations
  - Utility locations
  - Adjacent roads location
  - Adjacent buildings location
  - Indicate north arrow and scale
  - Name, address phone of legal owner(s), surveyor, architect
  - Preliminary Construction Program
  - Precise building locations
  - Precise driveway and parking locations
  - Location of outbuildings, decks, etc.
  - Proposed grading and drainage
  - Proposed planting
  - Utilities routing
  - Exterior enclosures locations
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- Preliminary Building Plans
    - Floor plans
    - Roof plans
    - Elevations
    - Pertinent sections
    - Preliminaries for any other significant structures

**III. FINAL PLAN & CONSTRUCTION DOCUMENT REVIEW**

**A. Requirements**

- Resubmit Detailed Site Analysis (if changed)
- Resubmit Detailed Construction program (if changed)
- Resubmit refined floor plans
- Resubmit plans for any other structures
- Planting plan detail
- Property boundaries/setbacks/centerlines stakeout
- Tree Tags
- Color board
- Specifications set
- Construction schedule

**B. Procedures**

- Notify ARC prior to stakeout field inspection
- Final Plan and Construction Documents approval
- Building permit issued / Forward copy to ARC

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval      Date \_\_\_\_\_

**C. Comprehensive Construction Deposit**

The construction deposit is designed to insure the following:

1. No road damage.
2. The site is clean and lots surrounding are not damaged.
3. Property stabilization between adjoining lots is maintained and all debris, trash and equipment is removed.
4. Drainage swales are constructed and stabilized with no ponding and the positive flow of water through the drainage easement occurs.

The applicant for Architectural Review (home/unit owner) will be responsible for this fee, which is \$1000.00. This fee is fully recoverable within 30 days following occupancy assuming the policy conditions are met. It is the responsibility of the homeowner to make arrangements with the Architectural Review Committee for final inspection.

***I have read, reviewed, and will comply with the construction regulations (Appendix 2) and the construction damage deposit policy.***

Homeowner Signature \_\_\_\_\_

Builder Signature \_\_\_\_\_

WV General Contractor's License # \_\_\_\_\_

Architectural Review Signature \_\_\_\_\_

Date \_\_\_\_\_