

# DESIGN REVIEW CHECKLIST

## CORDOVA

For its projects, the goal of the Architectural Control Committee (ACC) is to achieve the important features of an attractive home and an abundant landscape. It is to assure a proper house-width to lot-width ration and to confirm that the livable square foot area is in conformance with that recorded Covenants, Conditions and Restrictions (CC&R's).

### **IMPORTANT: PRELIMINARY PLANS SUBMISSION.**

**IN ORDER TO SAVE THE HOME BUILDER A POSSIBLE DELAY OF CONSTRUCTION, PRELIMINARY PLANS SHALL BE SUBMITTED TO THE ACC FOR THEIR INITIAL, OR POSSIBLY, FINAL APPROVAL.**

The ACC is committed to expedite the review and approval process of your plan submittal package if it complete and it complies with the following CC&R's and Homeowner's Board of Director's guidelines.

Please Submit the Following:

1. Two sets of the proposed site plans drawn to not less than on-sixteenth inch (1/16") scale, specifying and showing the following:
  - a. The location of the home, all set-backs, easements, front walls and gates, specifying their materials and colors.
  - b. The location, materials and colors of all hard surfaces, walk, drives & decks.
  - c. Two foot landscape buffer between the driveway and the property line
  - d. Perimeter wall dimensions and construction details.
  - e. Assure that the Air Conditioning units are concealed from the street.
  - f. Show the location of the yard light.
2. Two sets of the proposed house plans drawn to not less than one-fourth inch (1/4") scale, specifying the following:
  - a. Livable square footage (minimum of 3000)
  - b. Designation of rooms, side entry garage and refrigeration locations.
  - c. Overall dimensions including the total home height.
  - d. Four (front, rear, and both sides) elevation views.
  - e. Home, trim & door finishes and colors (paint chips); roof material (brochure).
3. Both the home and landscape plans should be submitted at the same time, including the Design Review Application with the **plan review fee of \$2000 and a refundable deposit of \$5000 payable to the Homeowner's Association. If the landscape plan is submitted *after* the home plan, there is a fee of \$100 when it is submitted.** The Homeowner must have the approved landscape completed as approved by the Committee within 90 days after the Certificate of Occupancy has been issued.
4. Two sets of preliminary landscape plans are required, drawn to 1/8" scale, which plans will show the Lot's front landscape plan showing the following:
  - a. All tree names, both common and botanical, size at maturity quantities, container sizes and location.
  - b. All shrub names, both common and botanical, sizes at maturity quantities, container sizes and locations.
  - c. All ground cover names, both common and botanical, sizes at maturity quantities, container sizes and locations.
  - d. The types and dimension of header material to be used between lawn and ground cover.
  - e. The type of slopes and heights of mounding and berms, if used. See the "RESIDENTIAL LANDSCAPE GUIDELINES" sheets.

# **FINAL PLAN SUBMISSION**

1. Two clean copies of the final site plan, floor plan and elevations, including all items noted in 1a, 1b, 2a, 2b, 2c, and 3 above.
2. Two clean copies of the final landscaping plan showing all items noted in 4a, 4b, 4c, 4d, and 4e above.

**All resubmission of plans must include the red-lined copies and two (2) sets of clean final plans.**

Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

## **Builder/Contractor requirement**

Each lot owner is responsible to make sure their builder and contractors conform to the following rules and guidelines. If any violations of these occur, the lot owner will be fined accordingly.

1. All construction signage must be approved by the Architectural Control Committee and removed from the lot at least 30 days after the end of construction.
2. All lots must be fully contained by a chain link fence during construction.
3. On-site restroom facilities must be provided.
4. A dumpster is required. All trash and debris must be contained. The lot must be free of debris at all times.
5. Dirt & debris must be cleaned up on a daily basis. It is the homeowners' responsibility to make sure this occurs.
6. Consider neighbors regarding dust and noise control, crew start time and deliveries.
7. Obey the residential speed limit (25 MPH)
8. Construction work is allowed between 5:00AM and 8:00PM

**ALL PLANS MUST HAVE A RED A.C.C. "APPROVED FOR CONSTRUCTION" STAMP BEFORE CONSTRUCTION BEGINS!**

I will comply with the above requirements:

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

## **Building Plan Submittal Check List**

Owner: \_\_\_\_\_ Lot #: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Contract/Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

**Preface:** The Architectural Committee commits to review and respond expeditiously to plan submittal packages that are complete and include and this checklist showing compliance with all CC&R and zoning code requirements.

**A complete submittal package requires (check when included):**

- |   |  |
|---|--|
| <input type="checkbox"/> Two completed sets of plans                                    | <input type="checkbox"/> Exterior color samples and treatments |
| <input type="checkbox"/> Site plan with set-back dimensions                             | <input type="checkbox"/> Roof tile sample of brochure          |
| <input type="checkbox"/> Maximum structure height noted                                 | <input type="checkbox"/> Design and location of lighting       |
| <input type="checkbox"/> Livable square footage noted                                   | <input type="checkbox"/> Location of A/C unit                  |
| <input type="checkbox"/> Gate location and material                                     | <input type="checkbox"/> Landscape plans (two sets)            |
| <input type="checkbox"/> Driveway location and material                                 | <input type="checkbox"/> Walkway location and material         |
| <input type="checkbox"/> Under roof square footage noted                                |  |
| <input type="checkbox"/> Three-foot landscape buffer between driveway and property line |  |
| <input type="checkbox"/> Perimeter wall dimensions and <u>construction</u>              |  |
| <input type="checkbox"/> Side-yard wall returns & treatment                             |  |
| <input type="checkbox"/> Width of Homeowners Association                                |  |
| <input type="checkbox"/> Submittal fee  |  |

The CC&R prohibit the following to be visible from the road or neighboring properties: an antenna, satellite dish, basketball hoop, solar panel(s). Are any of these planned? If yes, please note location and include a variance request on a separate submittal form.

The CC&R prohibit exterior lighting that shines directly at neighboring properties, except security motion lights. Will your exterior lighting plan conform? If no, please explain:

\_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

- Re-submissions must include red-lined plans and two (2) sets of clean plans.

**Design considerations:**

- \*Enhanced exterior detailing to reflect the character of a custom home development
- \*Side entry garages required for approval
- \*Enhanced exterior detailing to reflect the character of a custom home development
- \*Visitor parking provided on-sight
- \*Non-Visible trash container storage and designated spot for pick up day required for approval
- \*Coordination of fence returns, landscaping driveways, and on-curb lighting with immediate neighbors

**Notes for architects and builders:**

- \*All signs must be pre-approved by the Architectural Committee
- \*On-sight restroom facilities must be provided
- \*Strongly recommend dumpster/Sight must be clean of debris at all times
- \*Dirt & Debris from construction site must be cleaned on a daily basis.
- \*Do not use excessive speeds when traveling throughout community (15 miles per hour)
- \*Consider fencing the site for safety and security
- \*Consider neighbors regarding dust and noise control, crew start time and deliveries

# **CORDOVA DESIGN REVIEW SUBMISSION REQUIREMENTS**

## **PRELIMINARY REVIEW SUBMITTAL**

The submittal must include the following items to allow for proper review:

- Completed application showing Owner / Builder / Designer contact information
- Civil Engineered Site Plan showing Grading and Drainage, including cut / fill and disturbance calculations
- Floor Plan(s)
- All four (4) Exterior Elevations showing proposed and natural grade, and site walls.
- Site Cross Section (across the steepest direction of the site) showing roof height from natural grade.
- Roof Plan
- Color and Materials, (included; paint chips, window frame, glass, any stone, roof material, exterior lighting cut sheets and any ornamental metal, etc.
- \$2,000.00 non-refundable design review fee
- \$5,000.00 refundable builder deposit

***DO NOT proceed beyond this point in your planning efforts until you have received written PRELIMINARY APPROVAL of your plans from the Design Review Committee. A letter responding to any comments from the Preliminary Review shall be sent to the Property Manager. Final Submittals should address all concerns/stipulations noted in the Preliminary Approval.***

## **FINAL REVIEW SUBMITTAL**

The submittal must include any item not supplied with the Preliminary Submission and include the following:

- Copy of Redlines, approved preliminary plans
- Site Grading / Drainage Plan with cut / fill and disturbance calculations and sealed by Civil Engineer
- Floor Plan(s)
- All four (4) exterior elevations showing proposed and natural grades, site walls and material callouts.
- Site Cross Section (across steepest direction of the site) showing roof height from natural grade.
- Roof Plan
- Color and Materials (if not complete in Preliminary Submittal). (Include; paint chips, window frame, glass, any stone, roof material, exterior lighting cut sheets, and any ornamental metal, etc.)
- Landscape plan with plant list and location, (if submitting separate from house plan an additional \$100.00 fee will be required).
- 11"X17" reduced site plan, floor plan and all elevations.

**THE APPLICATION FOR PLAN REVIEW MUST BE COMPLETED AND WRITTEN FINAL APPROVAL BY THE CORDOVA DESIGN REVIEW COMMITTEE MUST BE RECEIVED PRIOR TO ANY CLEARING, GRADING OR CONSTRUCTION ACTIVITY ON YOUR LOT. IT IS STRONGLY RECOMMENDED THAT THE PRELIMINARY APPROVAL BE OBTAINED BEFORE SUBMITTING THE PLANS TO THE TOWNS PLANNING DEPARTMENT.**

**FINAL INSPECTION AND LETTER OF COMPLIANCE**

Within forty-five (45) days after a Certificate of Occupancy has been issued by the Town, the Owner / Builder should request a Final Inspection from the Property Manager to assure compliance with approved plans. Upon successful inspection of construction and front yard landscaping, the \$3,000.00 builder deposit (less any fees or fines) will be returned and a Letter of Compliance issued.

**Builder / Contractor Requirements**

Each lot owner is responsible to make sure their builder and contractors conform to the following rules and guidelines. If any violations of these occur, the lot owner will be fined accordingly.

1. All construction signage must be approved by the Architectural Control Committee and removed from the lot at least 30 days after the end of construction.
2. All lots must be fully contained by a chain link fence during construction.
3. On-site restroom facilities must be provided.
4. A dumpster is required. All trash and debris must be contained. The lot must be free of debris at all times.
5. Consider neighbors regarding dust and noise control, crew start times and deliveries.
6. Construction work is allowed ½ hour before sunrise until 7:00 PM.

**ALL PLANS MUST HAVE A RED A.C.C. “APPROVED FOR CONSTRUCTION” STAMP BEFORE CONSTRUCTION BEGINS!**

**DESIGN REVIEW FEE SCHEDULE**

Please be advised that the complete fee and deposit is due at the time the submission is made payable to the Association.

<b>SUBMITTAL TYPE</b>	<b>FEE</b>	<b>REFUNDABLE DEPOSIT</b>	<b>TOTAL DUE</b>
<b>Custom Home Submittal</b>	\$2,000.00	\$5,000.00	\$7,000.00
<b>Landscap</b>	\$ 100.00		\$ 100.00
<i>If submitted separately</i>			

*The \$5000.00 deposit will be refunded upon completion of construction and front yard landscaping.*

**DEPOSITS MUST BE IN THE FORM OF A CHECK OR MONEY ORDER MADE PAYABLE TO CORDOVA HOMEOWNERS ASSOCIATION. NO SURETY AND / OR PERFORMANCE BONDS OR OTHER TYPE OF COLLATERAL WILL BE ACCEPTED.**

**\*\*FEES ARE SUBJECT TO CHANGE AND SHOULD BE CONFIRMED WITH THE MANAGEMENT COMPANY\*\***

**Any construction commencing without receiving final approval is subject to fines of up to \$10,000.00**