

Architectural Control Committee Checklist

To aid you in preparing for approvals in your construction, the Architectural Control Committee has prepared a checklist for your guidance. Approval will be based on compliance with the CC&Rs.

Submit the following:

- 1) Your contact information. (Include your fax and e-mail if available.)
- 2) Map of subject property (i.e. a plat) showing tract numbers.
- 3) Ariel photo with existing buildings and building site (Google Earth is acceptable)
- 4) Location of new construction clearly marked on map showing distances to property boundaries.
- 5) Construction plans (floor and elevation) including specifications (roof type and color, siding type and color, proposed schedule)
- 6) A visual impact statement of the planned construction indicating compliance with CC&Rs.
- 7) 3" x 3" roofing sample
- 8) A check for the permit fee.
- 9) **Action Item** All corners of new construction must be staked before a permit will be issued.
- 10) **Optional** Your immediate neighbors acknowledgment on your plans. (Perhaps shown by their initials on your permit request.)

Having attached all of the required documentation, and completed the required action items, I hereby submit my application for a New Construction or Structural Change Permit:

Tract Number _____

Landowner

Date