

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 an Electronic Copy of All Plans, in addition to:

1. Two (2) hard copy blue print sets of the proposed site plans drawn to not less than one-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 3600 on main level)
 - 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 \$2,750 and a refundable deposit of \$10,000 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. Electronic copy and two (2) clean hard copies of the final site plan, floor plan and elevations, including all items noted in 1a, 1b, 2a, 2b, 2c, and 3 above.
2. Electronic and two (2) 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 to commence 30 minutes prior to sunrise and end by 7:00 PM. **No construction work allowed on Sundays or Holidays.**

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):

- Electronic & two (2) hard copy completed sets of plans
- Site plan with set – back dimensions
- Maximum structure height noted
- Livable square footage noted
- Gate location and material
- Driveway location and material
- Under roof square footage noted
- Three-foot landscape buffer between driveway and property line
- Side-yard wall returns & treatment
- Width of Home
- Submittal Fee
- 4' x 4' Color Board:
 - Exterior Color samples & Treatments
 - Roof tile sample or brochure
 - Stone (cantera/limestone etc.), Cut
 - Glass Exterior lighting cut sheets, ornamental metal, etc.
- Design and location of lighting
- Location of A/C unit
- Landscape plans (two sets)
- Walkway location and material

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

The CC&Rs 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
- 4' x 4' Color Board for 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.) **The Color Board must be submitted before the Committee will provide ANY approval.**
- \$2,750.00 non-refundable design review fee
 - If guidelines are not followed & the HOA's architect is required to attend an onsite meeting, the Owner is responsible for paying the current hourly rate for the HOA's architect.
- \$10,000.00 refundable construction 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 Community 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
- 4' x 4' Color Board for 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.) **The Color Board must be submitted before the Committee will provide ANY approval.**
- Front yard Landscape plans with plant list and location.
- 11"X17" reduced site plan, floor plan and all elevations.
- Electronic site plan

THE 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 APPROVAL MEETING

Per ARS 33-1817 the Design Review Committee must hold a final design approval meeting for the purpose of issuing approval of the plans, and the member or member's agent must have the opportunity to attend the meetings. The meeting will be scheduled at a date and time that is convenient for a majority of the Committee members to attend. The member/owner will be notified of the meeting date, time and place at least 48 hours in advance.

ON-SITE FORMAL REVIEW DURING CONSTRUCTION

Per ARS 33-1817 the association must provide for at least two on-site formal reviews during construction for the purpose of determining compliance with the approved plans. The member/owner will be notified of the date and time at least 2 hours prior to the on-site review. Within five (5) business days after the formal reviews, the association shall send a written report to the member/owner specifying any deficiencies, violations or unapproved variations from the approved plans.

The second on-site review will be considered the Final Inspection by the Design Review Committee. It is up to the member/owner to notify the Community Manager within forty-five (45) days after a Certificate of Occupancy has been issued by the Town. The Community Manager will schedule the second on-site review (Final Inspection) once the member/owner has provided notification of the Certificate of Occupancy.

Within thirty (30) business days after the second review, the association shall provide to the member/owner a written report specifying any deficiencies, violations or unapproved variations from the approved plans.

- If the written report does not specify any deficiencies, violations or unapproved variations from the approved plans, the association shall promptly release the deposit monies to the member/owner.
- If the report identifies any deficiencies, violations or unapproved variations from the approved plans, as amended, the association may hold the deposit for one hundred eighty (180) days or until receipt of a subsequent report of construction compliance, whichever is less. If a report of construction compliance is received before the one hundred eightieth (180) days, the association shall promptly release the deposit monies to the member.
- If a compliance report is not received within one hundred eighty (180) days, the association shall release the deposit monies promptly from the trust account to the association.

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.

SUBMITTAL TYPE	FEE	REFUNDABLE DEPOSIT	TOTAL DUE
Custom Home Submittal	\$2,750.00	\$10,000.00	\$12,750.00

*Please note that if the Design guidelines are not followed & the HOA’s architect is required to attend an onsite meeting, the Owner is responsible for paying the current hourly rate for the HOA’s architect.

The \$10,000.00 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.

2 SEPARATE PAYMENTS ARE REQUIRED, AS THE REFUNDABLE DEPOSIT MUST BE DEPOSITED INTO A TRUST ACCOUNT, PER ARS 33-1817. 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, in writing, is subject to fines of up to \$10,000.00.

No Partial Approvals will be given to move forward with construction prior to the written approval of plans from the Committee.

The 4’ x 4’ color board (samples of stucco color, stone, roof tile, brick, etc) must be received by the Committee BEFORE any approvals will be given.