

DESIGN REVIEW COMMITTEE CHECKLIST
sunpeakpc@gmail.com

For your submittal to be complete, complete the following checklist and provide the information discussed below.

Owner's Name: _____

Phone Number: _____

Subdivision: _____

Lot: _____

Email: _____

Date: _____

1. The residence total square footage and footprint square footage are within limits for the particular lot as listed in the appropriate subdivision CC&R Supplemental Declaration.

Yes ____ No ____

Max Square Footage Allowed: _____ SF

Upper Level Square Footage: _____ SF

Main Level Square Footage _____ SF

Lower Level Square Footage _____ SF

Total Square Footage: _____ SF

Max Footprint Square Footage Allowed: _____ SF

Total Footprint Square Footage: _____ SF

(This number includes the garage square footage.)

Max Garage Square Footage: _____ SF

Total Garage Square Footage: _____ SF

For garages over the maximum square footage, any excess square footage above what is allowed shall be counted against the maximum amount of floor area allowed on any lot. See each subdivision's supplemental CC&R's for the maximum garage square footage allowed.

2. The roof pitches are between 4/12 And 10/12. Note roof pitches on the elevations.

Yes ____ No ____

3. Roof material is copper, zinc, aluminum or steel, concrete or slate tiles, architectural grade asphalt composition shingle shakes that are 3 ply, 3/8" thick, life-time warranted, or composite shakes or shingles which resemble cedar. If you are using asphalt shingles, the asphalt shingle application form provided.

4. Yes ____ No ____

Yes ____ No ____

5. All exposed flues and vents for gas-operated fireplaces or other equipment such as furnaces are hidden from primary view, if possible, and painted to blend with the nearest building material. All flues six inches in diameter or greater are enclosed with chimneys.

Yes ____ No ____

6. The building height does not exceed two full stories or 32 feet measured from the peak of the building to the natural grade below the peak.

Yes ____ No ____

7. Natural and final grade are clearly shown on all elevations? The scale used should be ¼" equals 1'.

Yes ____ No ____ Sheet Nos. _____, _____

8. All elevation drawings accurately represent the exterior surfaces of the home without nonessential lines or markings but showing all exterior materials to be used. All exposed concrete basement walls must be finished with paint, plaster, or stucco.

Yes _____ No ____ Sheet Nos. _____, _____

9. No walls are longer than 30 feet long in length without a change in one or more of the following elements: direction, roof alignment, wall offset (pop-out of 24 inches or more) or elevation.

Yes ____ No ____

10. An adequate landscape plan has been provided. Yes ____ No ____ Sheet No. _____

For safety and aesthetic reasons, vertical cuts of more than four feet must be retained. The Design Review Committee must approve the plans for how the vertical cut will be retained.

11. A surveyor-stamped site plan with the home placed on the lot is provided. The topography, limits of disturbance and setbacks are shown on the site plan and the scale used is 1" equals 10' or 1" equals 20".

Yes ____ No _____, Sheet No. _____

Once the footing forms are in place, the certified surveyor must return to the job site to confirm the location and depth of the footings are as approved by the Committee and provide a letter informing the Committee of that fact.

12. All overhangs are at least 24 inches measured from the finished exterior wall or post to the nearest point of the lower edge of the finished fascia.

Yes ____ No ____

13. For CDE and CDEII, if a building pad is specified, the residence is within the area designated on the plat as the "building pad".

Yes ____ No ____ N/A _____ Sheet No. _____

14. If the basement is being excluded from the living space square footage allowed, show the calculation for the basement wall surface area below grade for every wall on each elevation on your plan. The calculation for the basement wall surface area below grade is obtained by multiplying the length of each basement wall by the height of the wall to get the total square footage for the surface area of the basement. In Mahogany Hills, 80% of that surface area must be below final grade for it to be excluded from the square footage calculations. In Cedar Draw and Cedar Draw Estates, the portion of the basement exterior walls above ground will be counted as square footage. 20% of exterior basement wall exposure is allowed before this rule applies, (i.e. with 20% or less exposed – no basement square footage counts as floor area; with 21% exposed – 21% of basement counts as floor area; with 50% exposed – 50% of basement counts as floor space; etc.). Calculations are shown on a separate sheet included with the plans.

Yes ____ No ____ N/A

15. All exterior lights are designed to aim downward and limit the field of light to the confines of the lot on which it is installed. Exterior light sample photos are provided on color board.

Yes _____ No _____

16. Are all structural improvements (including decks and all roof overhangs) are within the building envelope and not encroaching into any of the setbacks.

Yes _____ No _____

Setbacks: MH, CD, CDE, CDEII, WDC 14-17 & 21

Front – 25’

Back – 35’

Sides – 12’

WDC (except 14-17 & 21)

Front – 15’

Back – 15’

Sides – 5’

17. All floor plans use the scale 1/4” equals 1’ and the total square footage for **each floor** is shown on the plans. The garage square footage is shown on the plans?

Yes _____ No _____ Sheet No. _____

18. The undersides of any decks visible from the street or any adjacent property will be finished with vertical lattice, soffit, or painted or stained to match the house.

Yes _____ No _____ Sheet No. _____

19. There are two copies of all paper plans including: site plan, floor plans, elevations, grading plan, and landscaping plan.

Yes _____ No _____ Sheet No. _____

20. A color board has been provided with color samples for all exterior materials to be used including the following: roof, windows, wall material, deck railing, trim, exterior lights, front and garage door.

Yes _____ No _____ Sheet No. _____

21. There are no mansard, fake mansard, gambrel, joined shed or domed roofs. Checked _____

22. There are no vertical exterior walls extending more than two stories without setback or variation. Checked _____

23. On homes with more than two levels (including those with walkout basements), the perimeter of the upper level is equal to 40 percent or less of the combined perimeters of the upper level and the main level. Calculate the perimeter of the upper and main levels.

Upper Level _____ lineal feet

Main Level _____ lineal feet

The information provided above is correct to the best of my knowledge.

LOT OWNER SIGNATURE

DATE

SUGGESTIONS (not required)

Electrical outlets in the eaves (for heat tape or Christmas lights)

All garage doors should be no less than 8 feet in height.