

Sierra Springs Ranch Owners Association

Form 100

Phase I - Pre-Design Meeting/Site Visit

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #: _____

Contractor: _____

Contact Name: _____

Address: _____

Phone #: _____

Architect: _____

Contact Name: _____

Address: _____

Phone #: _____

Requested Date of Site Visit: _____

Requested Time of Site Visit: _____

Date received by ARC: _____

Date/Time of Actual Site Visit: _____

ARC Member(s) Present: _____

Others Present: _____

Comments: _____

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 200

Acknowledgment of CC&R's, Design Guidelines and Rule's & Regulations

Dear Owner,

Per the Sierra Springs Ranch CC&R's and Design Guidelines (DG), you must obtain approval from the Architectural Review Committee (ARC) prior to making any additions or changes to your Lot or Existing Home.

To facilitate the ARC approval, an application for architectural modification is attached. Please complete all portions of the application and return to the Association Manager. You must include all documentation required in the attached Design Review Procedure and/or the Design Guidelines and CC&R's. The application will be given to the ARC for review only after all required material has been provided.

Each Owner is responsible for complying with the Design Guidelines, all provisions of the Sierra Springs Ranch Declaration of Covenants, Conditions and Restrictions, and the rules and regulations.

By signing below, the Owner, Builder, Architect/Designer acknowledge that they have read, understand and will conform and abide by, the Design Guidelines, Covenant, Conditions & Restrictions plus the Rules and Regulations of Sierra Springs Ranch Owner's Association throughout the Review and Constructions process.

Lot # _____

Owner Name

Date

Owner Signature

Date

Contractor

Date

Architect/Designer

Date

Sierra Springs Ranch Owners Association

Form 201

Phase II - Preliminary Submittal Form

Date: _____

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #'s:

Home: _____ Work: _____ Fax: _____

Cell: _____ Cell: _____

E-mail: _____

E-mail: _____

Contractor: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

License #: _____

Architect: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Nature of Request: New Construction Remodel/Addition

 Landscape

 Other: _____

Proposed Start Date: _____ Completion Date: _____

Note: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Sierra Springs Ranch Owners Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to aesthetics and conformance with the Design Guidelines. All technical and engineering matter is the responsibility of the homeowner.

Your request must be reviewed and approved by the Architectural Review Committee. An applicant will be given a decision within thirty (30) days of submission of all plans and specifications, and any other data required by the ARC. Please note that the thirty (30) day period commences on the date that ALL required plans and specifications are properly submitted to the association manager.

NO WORK MAY BEGIN UNTIL PLANS HAVE FINAL APPROVAL IN WRITING FROM THE ARC.

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 202

Phase II - Preliminary Submittal Checklist

Please complete and submit the following checklist. If an incomplete checklist or supporting documents are not submitted, the ARC will not accept it for review and it will be returned.

	<u>Owner</u>	<u>ARC</u>
1. Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Design Review Fee	<input type="checkbox"/>	<input type="checkbox"/>
3. On-Site Monumentation (page 52 of DG)	<input type="checkbox"/>	<input type="checkbox"/>
4. 8 ½” x 11” Project Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>
5. 8 ½” x 11” Building Material List	<input type="checkbox"/>	<input type="checkbox"/>
6. One set of 24” x 36” or 30” x 42” and One set of 8 ½” x 11” Design Drawings (see Section 9.5 for exact detail)	<input type="checkbox"/>	<input type="checkbox"/>
a. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
b. Engineered Grading/Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
c. Floor Plans of each level	<input type="checkbox"/>	<input type="checkbox"/>
d. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
e. Minimum of four (4) Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>
f. Minimum of two (2) Building Sections	<input type="checkbox"/>	<input type="checkbox"/>
7. Completed, signed and dated Design Checklist	<input type="checkbox"/>	<input type="checkbox"/>
8. An Exterior Lighting Plan	<input type="checkbox"/>	<input type="checkbox"/>
9. Building Materials Board(s), 8 ½” x 11” or 11” x 17”, pictures or samples of material and colors listed below are required,	<input type="checkbox"/>	<input type="checkbox"/>
a. Exterior Lights—Photos and Colors	<input type="checkbox"/>	<input type="checkbox"/>
b. Paint colors--Actual Paint Swatch Required	<input type="checkbox"/>	<input type="checkbox"/>
c. Roofing--Actual Material Samples	<input type="checkbox"/>	<input type="checkbox"/>
d. Materials—Timber, logs, siding, rock or stone --Actual Material Sample	<input type="checkbox"/>	<input type="checkbox"/>
e. Window Framing or Decorative Trim	<input type="checkbox"/>	<input type="checkbox"/>

--Actual Material Samples

f. Doors (all exterior)- photos and colors

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g. Garage doors, photos, and colors

h. Driveway Pavers-Actual Material Samples

10. A 24" x 36" Architectural Perspective Color Rendering

11. If required, Study model of the proposed Residence

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

Conditional Approval

Not Approved

Sierra Springs Ranch Owners Association

Form 300

Phase III - Final Submittal Form

Date: _____

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #'s: _____

Home: _____ Work: _____ Fax: _____

Cell: _____ Cell: _____

E-mail: _____

E-mail: _____

Contractor: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

License #: _____

Architect: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Nature of Request: ___ New Construction ___ Remodel/Addition

___ Landscape

___ Other: _____

Note: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Sierra Springs Ranch Owners Association assumes no responsibility for such. The function

of the Architectural Review Committee is to review submittals as to aesthetics and conformance with the Design Guidelines. All technical and engineering matter is the responsibility of the homeowner.

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Your request must be reviewed and approved by the Architectural Review Committee. An applicant will be given a decision within thirty (30) days of submission of all plans and specifications, and any other data required by the ARC. Please note that the thirty (30) day period commences on the date that ALL required plans and specifications are properly submitted to the association manager.

NO WORK MAY BEGIN UNTIL PLANS HAVE FINAL APPROVAL IN WRITING FROM THE ARC.

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 301

Phase III - Final Submittal Checklist

Please complete and submit the following checklist. If an incomplete checklist or supporting documents are not submitted the ARC will not accept it for review and it will be returned.

	<u>Owner</u>	<u>ARC</u>
1. One 8 ½” x 11” set, and two 24” x 36” or 30” x 42” sets of Preliminary Submittal the “Drawings”, that have been revised to address all the ARC Preliminary Submittal comments,	<input type="checkbox"/>	<input type="checkbox"/>
a. On the Grading/Site Plan, indicate:	<input type="checkbox"/>	<input type="checkbox"/>
i) The location of the Construction Fence and Gate, (if required by the ARC)	<input type="checkbox"/>	<input type="checkbox"/>
ii) Areas dedicated for:		
Worker’s Smoking and Eating	<input type="checkbox"/>	<input type="checkbox"/>
Construction Waste (Dumpster),	<input type="checkbox"/>	<input type="checkbox"/>
Portable Toilet	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Wash-out And Sump, and	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Storage of Material. If the temporary material storage area is outside Building Envelope, include a note stating: “The area disturbed by the temporary storage of material will be revegetated by the Builder prior to complete of construction.”		
iii) The final location of all utilities, including sewer, water, power, telephone lines, utility meters, and transformers (and screening techniques).	<input type="checkbox"/>	<input type="checkbox"/>
iv) The location of any approved Building Envelope Modifications.	<input type="checkbox"/>	<input type="checkbox"/>
b. On the Exterior Lighting Plan, note any Changes to the approved Preliminary Exterior Lighting Plan, list the Quantities of each light fixture, and show the Location	<input type="checkbox"/>	<input type="checkbox"/>

of all exterior light fixtures.

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	<u>Owner</u>	<u>ARC</u>
c. On the Building Plans, indicate deck railing color, materials and construction details.	<input type="checkbox"/>	<input type="checkbox"/>
2. Site Plan in Electronic Format showing the following:		
a. Lot Lines	<input type="checkbox"/>	<input type="checkbox"/>
b. Building Envelope	<input type="checkbox"/>	<input type="checkbox"/>
c. All proposed improvements	<input type="checkbox"/>	<input type="checkbox"/>

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

Conditional Approval

Not Approved

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 400

Phase IV – Pre-Construction Conference Form

The home site Owner or representative must meet with the ARC Chairperson prior to start of construction to confirm construction and safety methodology and compliance. (See section 8.2 of Design Guidelines)

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Contractor: _____

Contact Name: _____

Phone #: _____

Requested Date of meeting: _____

Requested Time of meeting: _____

Date received by SSROA: ____/____/____

Date received by ARC: ____/____/____

Date/Time of Actual meeting: _____

ARC Member(s) Present: _____

Others Present: _____

Comments: _____

Sierra Springs Ranch Owners Association

Form 401

Phase IV – Pre-Construction Conference Checklist

After receiving ARC approval of Final Submittals, and prior to commencing construction, the Builder shall meet with the ARC Chairperson to review construction procedures and to coordinate construction activities. At this Pre-Construction Meeting, the Builder shall submit:

	<u>Owner/Builder</u>	<u>ARC</u>
A. The required Builder's Bond or cash deposit and the Owner's Landscape Deposit(See section 8).	<input type="checkbox"/>	<input type="checkbox"/>
B. The required Site maintenance Contract or Trash Deposit (See Section 8.5).	<input type="checkbox"/>	<input type="checkbox"/>
C. A copy of Navajo County Building Permit.	<input type="checkbox"/>	<input type="checkbox"/>
D. A copy of the Navajo County approved drawings.	<input type="checkbox"/>	<input type="checkbox"/>
E. A construction schedule.	<input type="checkbox"/>	<input type="checkbox"/>
F. The name and local cell phone number of a person that can be contacted 24-hours a day.	<input type="checkbox"/>	<input type="checkbox"/>
G. An up to date list of all the Builder's employees, suppliers, subcontractors, subcontractor's employees, and agents who will have access to and from the Lot during construction. All the aforementioned employees, suppliers, and agents may have their access revoked at any time if they fail to comply with the Construction Guidelines or Association rules and policies adopted by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
H. By signing below I/We are accepting responsibility for the actions of everyone working on the construction site.	<input type="checkbox"/>	<input type="checkbox"/>

Upon submittal of all this information and materials, the ARC will issue the Builder a copy of the Construction Guidelines and a Construction Authorization Certificate.

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Contractor

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

Conditional Approval

Not Approved

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 500

Landscape Plan Submittal Form

Date: _____
Owner(s) Name: _____
Lot #: _____
Property Address: _____
Owner(s) mailing address: _____

Owner(s) Phone #'s:
Home: _____ Work: _____ Fax: _____
Cell: _____ Cell: _____
E-mail: _____
E-mail: _____

Landscape: _____
Contact Name: _____
Address: _____
Office #: _____ Fax #: _____
Cell #: _____
E-mail: _____

Landscape Architect: _____
Contact Name: _____
Address: _____
Office #: _____ Fax #: _____
Cell #: _____
E-mail: _____

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I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 501

Landscape Plan Checklist

Prior to completion of construction, the Owner/Builder must submit a Landscape Plan to the Reviewer for approval. (See Sections 7.0 thru 7.4 Design Guidelines). The Landscape Plan submittal shall include a drawing at a scale of 1" x 10" showing:

	<u>Owner/Builder</u>	<u>ARC</u>
A. All the information shown on the approved GRADING/SITE PLAN (see Section 9.6).	<input type="checkbox"/>	<input type="checkbox"/>
B. The Plant Materials proposed for each of the 5 Landscape Zones described in Section 7.1.	<input type="checkbox"/>	<input type="checkbox"/>
C. A Plant List that identifies the type, size, and quantity of all plant materials and forest floor material.	<input type="checkbox"/>	<input type="checkbox"/>

Large areas of gravel or decomposed granite will not be approved. Grass areas are subject to ARC approval on a case-by-case basis. If approved, such grassed areas must be located within Landscape Zone 2 of the Building Envelope (see Section 7.1).

D. The location, materials, and construction details of other Landscape Improvements (wall, walks, drainage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
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If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

Conditional Approval

Not Approved

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 600

Final Phase Request Form

The fifth and final phase (Final Review) includes a review by the ARC to determine whether actual construction has been completed in substantial conformance with the approved plans.

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Date of Request for Final Approval: _____

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Owner Signature

Date

Owner Signature

Date

Contractor

Date

Landscape

Date

Approved

Conditional Approval

Not Approved

ARC Member

Date

\$10,000.00 building bond refunded to _____
(name)

On _____ check # _____
(date)