



## *Sierra Springs Ranch Owners Association*

### *Procedure for Design Review*

The design review process was developed to provide the necessary checkpoints so time will not be wasted on plans and designs that do not adhere to the Design Guidelines or the overall philosophy of **Sierra Springs Ranch**.

#### **Phase I-Pre-Design Meeting/Site Visit (Section 9.4)**

To initiate the Design Review process, and prior to preparing any detailed designs or drawings for any proposed Improvements, the Owner, and the Owner's Builder, architect or designer shall meet with an ARC member at an on-site meeting to review the Lot, discuss the proposed Residence or improvement, and to explore and resolve any questions regarding building requirements, interpretation of the Design Guidelines, or the design review process. This informal review will provide direction and guidance for proceeding with the Design Review Process in the most efficient and cost-effective manner.

**The Pre-Design Meeting/Site Visit is mandatory for the Owner, the Owner's Builder and the Owner's architect/designer before proceeding with Phase II Preliminary Submittal. The parameters and directives identified at each Pre-Design Meeting remain valid for one year only.**

#### **Form 100- Phase I-Pre-Design Meeting/Site Visit**

#### **Phase II-Preliminary Submittal (Section 9.5)**

Plans for new construction or modifications upon any Lot must be submitted to the ARC for approval within (1) year of the Pre-Design Meeting. This submittal provides for the review and approval of preliminary architectural and engineered grading/site plans and other required information and materials by the ARC before the Owner finalize the design.

#### **Form 200- Acknowledgment of CC&R's, Design Guidelines and Rule's & Regulations**

#### **Form 201-Phase II-Preliminary Submittal Form**

#### **Form 202-Phase II-Preliminary Submittal Checklist**

## **Phase III-Final Submittal (Section 9.6)**

The Final Submittal is to ensure that the final architectural and grading/site plans and construction drawings are consistent with the previously approved preliminary plans and the Design Guidelines. After written Preliminary Approval is obtained from the ARC, the following Final Submittal documents shall be submitted to the ARC for Final Approval.

**Form 300-Phase III-Final Submittal Form**

**Form 301-Phase III-Final Submittal Checklist**

## **Phase IV-Construction Term (Section 9.7)**

Before any lot clearing or any other work is done on the Lot, the Owner and/or the Owner's builder shall schedule a Pre-Construction Conference with the ARC Chairperson (see Section 8.2 for Pre-Construction Conference Requirements) and includes periodic monitoring of the building process by the ARC and they will give notice to the builder of non-compliance issues observed. **A Landscape Plan must be prepared and submitted to the ARC for approval prior to completion of construction. See Section 7 for Landscape Guidelines.**

**Form 400-Phase IV – Pre-Construction Conference Form**

**Form 401-Phase IV – Pre-Construction Conference Checklist**

## **Landscape Plan (Section 9.8)**

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: (see **Landscape Plan Submittal checklist**)

**Form 500-Landscape Plan Submittal Form**

**Form 501-Landscape Plan Submittal Checklist**

## **Phase V-Final Phase**

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.

**Form 600-Phase V – Final Phase Request Form**