

Appendix 2: Checklist for Reviewing Submittals

RED LEDGES ARCHITECTURAL REVIEW COMMITTEE

Checklist for Reviewing Submittals

General Submittal Requirements

Step 1: Pre-Design Meeting

- _____ Actual submittals not discussed with Applicants at this time
- _____ Show examples of previously-approved submittals
- _____ Discuss general Design Theme
- _____ Discuss “ground rules” for Guidelines and any “hot buttons”
- _____ Verify Applicant has current Guidelines and Appendices
- _____ Discuss design and construction schedule, and requirement for mockup
- _____ Discuss specific issues such as lot configuration, setbacks, easements, and utilities

Step 2: Sketch Plan Review

- _____ Completed Application
- _____ Non-refundable Architectural Review Fee: \$3,500 + \$0.25 per Square Footage
- _____ 3 sets of full-sized drawings (rolled, not folded)
- _____ Existing Site Conditions (1”=20’)
 - Topography
 - Boundaries
 - Setbacks
 - Easements
 - Photographic Images of the Site (direction of various views labeled)
 - Locations and sizes of existing trees & vegetation
- _____ Proposed Site Plan (1” = 20’)
 - Property boundaries
 - Easements
 - Existing and new grading
 - Building footprints with roof overhangs
 - Area of Disturbance
 - Maximum Site Coverage (calculations)
 - Existing vegetation
- _____ Schematic Building Floor Plans (1/8” = 1’-0”)
 - Walls, doors, and windows
 - Roof overhangs
 - Elevations for each floor
- _____ Schematic Building Roof Plans (1/8” = 1’-0”)
 - Roof pitch and direction of slope
 - Materials
 - Chimneys and all flues (called out as painted)