

Appendix 2: Checklist for Reviewing Submittals

RED LEDGES ARCHITECTURAL REVIEW COMMITTEE Checklist for Reviewing Submittals (To be included with each submittal)

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 and This Appendix 2
- _____ Non-refundable Architectural Review Fee: \$3,500 + \$0.25 per Square Foot
- _____ Set of full-sized drawings in a PDF document
- _____ Existing Site Conditions (1” = 20’)
 - Stamped and certified topographical survey by a licensed engineer
 - 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)
- Ridges, valleys, hips and pitch breaks
- Exterior walls below (dashed)

_____ Schematic Building Exterior Elevations (1/8" = 1'-0")

- Exterior materials called out

_____ Building Height Calculations (same scale as Exterior Elevations)

- Must illustrate compliance with the Guidelines and Heber City
- Delineate height on each section

_____ Schematic Landscape Plan (1" = 20')

- Location and type of existing vegetation
- Location and type of proposed vegetation
- Area of Disturbance
- Erosion control measures

_____ Roof Material Samples (Actual Sample(s) Require)

- Must show full color range variations and high-quality construction

_____ 3D Elevations of each perspective and model

- 3D model in SketchUp that can be rotated and analyzed
- To adequately convey 3-dimensional massing

Step 3: Final Plan Review

_____ Completed Application (wet-stamped by licensed and approved Architect) and This Appendix 2

_____ Set of full-sized drawings in a PDF document

_____ Submittal prepared by licensed and approved Architect

_____ Site Plan (1" = 20')

- Include the previously submitted stamped and certified topographical survey by a licensed engineer
- Access drive and parking
- Trees to be saved and trees to be removed
- Site grading and drainage
- Existing and final topography
- Utility locations and tie-in points
- Setbacks
- Area of Disturbance
- Maximum Site Coverage (calculations)
- Property boundaries
- Easements
- Building configuration and roof plan
- Decks and terraces
- Snow shed areas from roof

- Snow storage areas

**Note: Building footprints and driveway locations must be staked by Applicant*

Foundation Plan (1/4" = 1'-0")

- Top and bottom elevations of all walls
- Unexcavated areas
- Crawl space areas

Building Floor Plans (1/4" = 1'-0")

- Overall building dimensions
- Room layouts
- Mechanical rooms and flue/duct chases
- Window and door locations
- Exterior lighting systems (locations shown and cut sheets provided)

Roof Plan (1/4" = 1'-0")

- Indicate all roof slopes and direction of slope
- Call out ridges, valleys, hips, and pitch breaks
- Show roof materials
- Indicate chimneys and mechanical flues
- Show exterior walls below (dashed)

Exterior Building Elevations (1/4" = 1'-0")

- Exterior materials called out
- Building height calculations
- Window and door locations and configurations
- Exterior trim shown
- Exterior expressed structural components
- Meters and utility connections
- Satellite dish location(s)
- Shadow patterns (separate drawings)
- Finished grade

Building Sections (1/4" = 1'-0")

- Showing roofs, walls, floors, porches, terraces, patios, decks, exposed structure, room names, height compared to existing grade, and finished grade

Exterior Building Details (no scale)

- Indicating visual description of materials, structure, finishes, trim, soffits, railings, chimney caps, etc.

Landscape Plan (1" = 20')

- Existing trees to be saved and those to be removed
- Proposed plantings (trees, shrubs, and groundcover) shown by species and size

- All hardscape and deck areas
- Driveway and parking areas
- Retaining walls
- Fences and privacy walls
- Exterior lighting (and cut sheets)
- Irrigated areas shown on Irrigation Plan

_____ Material and Color Board (no scale)

- Actual samples, photos, and catalog cut sheets
- Must illustrate all exterior materials and colors

_____ 3D Elevations of each perspective and model

- 3D model in SketchUp that can be rotated and analyzed
- Must adequately convey 3-dimensional massing

_____ Construction Management Plan (same scale as Site Plan)

- Excavated material stockpile (s)
- Location of all construction fencing
- Area of Disturbance
- Silt & straw fences
- Mud Control
- Construction trailer
- Construction parking area
- Snow storage areas
- Waste receptacles
- Sanitary facilities
- Concrete washout areas
- Any other requests by ARC and staff