

Residential Design Review Application Checklist

- The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
 1. Owner Authorization Letter [RDR-OAL.PDF]
 2. Completed Application Checklist [RDR-CKLST.PDF]
 3. Narrative [RDR-NARR.PDF]
 4. Plan Matrix [RDR-PM.PDF]
 5. Typical Plot Plans [RDR-TPP.PDF]
 6. Floor Plans [RDR-FP.PDF]
 7. Front Yard Landscape options [RDR-FYL.PDF]
 8. Building Elevations [RDR-BE.PDF]
 9. Elevations of Options [RDR-EO.PDF]
 10. Color Schemes [RDR-CS.PDF]
 11. Roof Tile Styles [RDR-RTS.PDF]
 12. Garage Door exhibits [RDR-GD.PDF]
 13. Driveway Surface options [RDR-DS.PDF]
 14. Copy of the Final Plat [RDR-FP.PDF]

- Two (2) copies of the following submittal documents shall be provided in two (2) separate a 3-ring binders:
 1. Project Narrative providing a general, but thorough, description of what is being proposed on the property, including how the Single-Family Residential section of the Design Guidelines Manual (Chapter 2) has been satisfied;
 2. Matrix of plan number, name, square footage and product width;
 3. Typical plot plan for each plan;
 4. Floor plan for each plan;
 5. Exhibits of the Front Yard Landscape Options (at least 3 plans to include one (1) low water use option) (8½” x 11” or 11” x 17” in size);
 6. A minimum of three (3) colored building elevations per plan showing all four (4) sides of each building in color (8½” x 11” or 11” x 17” in size/elevations must be one-dimensional exhibits);
 7. Elevations of model options—including side-entry garages, optional third car garages, courtyards, etc. (exhibits of options may be in black and white) (8½” x 11” or 11” x 17” in size);
 8. A minimum of six (6) different color schemes (actual color samples required, photo copies not acceptable);
 9. A minimum of two (2) different roof tile styles/options in at least three (3) different colors (sample brochure or color Material samples of all alternative

- materials offered (i.e. different stucco finishes, ledgerstone, river rock, etc.— sample brochure or color photo for each type);
10. Illustrations of all garage door options on an exhibit (8½” x 11” or 11” x 17” in size);
 11. Detail of all driveway surface options (if applicable); on an exhibit (8½” x 11” or 11” x 17” in size); and,
 12. Copy of the applicable approved and recorded final plat for the subdivision (8 ½” x 11” or 11” x 17” in size). If a final plat is being processed concurrently with this application, a copy of the proposed final plat shall be submitted with the application and application approval will be conditioned upon approval and recordation of the final plat;

- Application Fees: \$2,500
 Major Amendment \$1,250
 Minor Amendment \$200