

SWEETGRASS COMMUNITY ASSOCIATION, INC.

NEW HOME CONSTRUCTION CHECKLIST

Effective June 30, 2020

I. **Conceptual Design Submission** - The purpose of this submittal is to illustrate your design intent early in the process and should consist of either a:

- site plan/sketch of your planned home and where you plan to situate it on your lot,
- or**
- photos of your planned home and where you plan to situate it on your lot.

Hiring an architect is not required for this first step, but obviously the more information you provide, the easier it will be for the SweetGrass (SG) Design Review Committee (DRC) to comment. Submit your concept to the Property Management Company (PMC) Once the PMC sends your concept to the DRC, please allow at least two (2) weeks for a response. As you prepare your concept submission, please keep in mind that there are three (3) main styles of homes permitted within SG (Ref *SG Style & Architectural Vision Booklet*, pages 2-14). Additionally, certain home materials and features are prohibited within SweetGrass (Ref *SGBooklet* p. 25). There are no SG Community Association fees or deposits required for an initial **Conceptual Design Submission**.

II. **Project Submittal Documents** – In accordance with the SG Charter 5.1, this part of the process does require designs and drawings by a licensed architect unless the Founder or his designee in its sole discretion otherwise approves. If you plan to submit drawings/plans created by other than a licensed architect, DRC approval is required prior to submittal. It is advised to seek approval prior to developing your plans. Submittals must conform to the current SG Style & Architectural Vision Booklet (*SGBooklet*) and the SG Design Guidelines (*SGDG*). These documents, as well as Exhibit A, Project Application and Exhibit B, Construction Agreement are available on the SG website maintained by our Property Management Company (PMC). Submittals are due by the first Monday of every month. Owners are to send their submittals, deposits and fees to the PMC. The PMC will not forward your submittal for DRC review until the first Monday of every month and all deposits and fees have been received. Please allow the PMC at least 2 business days to forward your Project Submittal Documents to the DRC. Per SG Charter 5.3(b), once the DRC is notified that all deposits and fees have been paid and receives your submittal, they are allowed up to 45 business days for review. The PMC will notify you when your submittal has been sent to the DRC. Upon DRC approval of your submittal and prior to starting any work on your lot, you must send a copy of your well, septic tank and drain field permits from the Appalachian District Health Department to the PMC. Once receipt has been acknowledged by the DRC you may begin construction. You must begin construction in 6 months, or a new submittal will be required. The DRC is now allowing 18 months for completion of your new home. **Absolutely no work can begin on your lot until the DRC has approved your submittal and acknowledged receipt of your well, septic tank and drain field permits from the Appalachian District Health Department.**

SWEETGRASS COMMUNITY ASSOCIATION, INC.
NEW HOME CONSTRUCTION CHECKLIST

- Construction Deposit (refundable, unless fines are assessed)- \$2,500**
- Impact Fee (non-refundable) - \$2,000**
- Architectural Review Fee (non-refundable) - \$500**
- Field Change Request Fee (non-refundable) - \$75 per change**
- Separate Landscape Plan Submission (non-refundable) - \$125.** The plan must be submitted within 120 calendar days of the DRC's approval of the Project Submittal Documents.
- Exhibit A - Project Application (4 pages): No To Be Determined (TBD) entries are permitted.**
- Exhibit B - Construction Agreement (3 pages):** Must be completed and signed by the owner and contractor.
- Survey and Site Plan - (Ref SGD G 2.4.1 and SG Booklet p.16)** drawn to scale no less than 1inch = 20 feet, showing all of the following:
 - Property lines, setbacks, right of ways and easements.
 - Proposed footprint of the house and driveway (Ref SGD G 2.12.2), garage (Ref SGD G 2.12.5) sidewalks, deck, patio, retaining walls (see SGD G 2.9.5),etc., with an emphasis on water run-off management.
 - Finish floor elevation relative to existing/proposed grades (SGBooklet p.17).
 - Existing trees more than six (6") inches in diameter at breast height (DBH) and other existing large clumps of rhododendron or mountain laurel. Those existing trees and large clumps of rhododendron and mountain laurel proposed to be removed must be clearly indicated. (Ref SGD G 2.4.1.d & 2.14).
 - Proposed improvements to the lot dimensioned to properly locate them from the house or property line (Ref SGD G 2.15& 2.17 thru 2.20 & SGBooklet p.19).
 - Proposed grading at a minimum of two (2') foot contours showing drainage and erosion control measures. A minimum of double rows of reinforced silt fence are required to be correctly installed and maintained, especially along all streams and SweetGrass Lake. (Ref SGD G 2.12.6 & SGBooklet p.17).
 - Proposed septic tank and drain fields locations. (Ref SGD G 2.4.1.g & 2.12.3).
 - Proposed location of the air conditioning condensing units and if planned, a home generator and buried propane tank (Ref SGBooklet P.25).
- Architectural Floor Plans (minimum scale ¼ inch = 1 foot).**
- Architectural Elevations (minimum scale 1/8 inch = 1')** - Be sure to include exterior architectural design details.
- Sales Brochures of the Exterior Building Materials and Finishes** - Be sure to indicate the selected materials and finishes, including foundation, roofing, siding and/or shingles and actual paint/stain color chips. (Ref SGD G 2.9.1 thru 2.9.4 & 2.10).

**SWEETGRASS COMMUNITY ASSOCIATION, INC.
NEW HOME CONSTRUCTION CHECKLIST**

- Construction Details to include:**
 - Typical Wall sections at a scale of $\frac{3}{4}$ inch = 1 foot
 - Exterior details including:
 - Doors and windows including color or finish (Ref SGD 2.9.6);
 - Eaves (Ref SGD 2.12.1) porches, rakes, overhangs, etc.;
 - Columns (SGD 2.9.7), pilasters, chimneys (SGD 2.9.4), louvers, shutters (SGD 2.9.6), etc.;
 - Exterior lighting (Ref SGD 2.16); and
 - Gutters (Ref SGD 2.12.4).
- Landscape/Hardscape Plan (minimum scale 1' = 20')** (Ref SGBooklet p.20-24 & SGD 2.4.5 & 2.11) The plan must include placement of the house, property lines, setbacks, including right of ways and easements. Indicate location of your septic tanks, drain fields and if planned your buried propane tank. Also, any proposed or change in grade not indicated on site plan and retaining walls of any height must be shown.
- If not included with the submittal documents, a separate landscape review fee of \$125 is required. The plan must be submitted not later than 120 calendar days from the date of the DRC's approval of your project submittal documents.