

SweetGrass Community Association, Inc.
Project Submittal Process
Effective June 30, 2020

1. Each owner must be able to access the current SweetGrass (SG) Charter, Design Guidelines, Style and Architectural Vision Booklet, and the New Home Construction Checklist on the SG webpage. This webpage is maintained for SG by our Property Management Company (PMC).
2. Each owner must be able to open the Design Review Documents located on the Document's Tab of the SG webpage. This tab includes a list of all required documents, associated fees and deposits for New Construction (Large), Home Improvement (Mid-Size), and Small Projects.
3. If a Large or Mid-size project is being considered by the owner, the DRC recommends the initial submission of a **Conceptual Design**. The purpose of this submission is to illustrate the design intent early in the process, without the added expense associated with architectural and design fees. The **Conceptual Design** should consist of a preliminary site plan, sketch or photo of the planned home and where the home will be situated on the lot. Hiring an architect is not required for this process step. The **Conceptual Design** can be submitted on any date, but the PMC for SweetGrass should allow two (2) weeks for the DRC to respond.
4. Upon completion of the **Conceptual Design** review by the DRC, the Chairperson will notify the owner via the PMC with any suggestions or comments. The PMC in sending out the DRC's response will blind copy the members. The DRC **cannot** grant approval of a project based on a **Conceptual Design**. The purpose of this step is to ensure alignment with the SG design documents at the earliest and most cost-effective point in the development of construction plans. Any communication from the owner regarding their **Conceptual Design** will be forwarded to the DRC for a response. The PMC is not authorized to comment on any owner's inquiries without first going through the DRC. In accordance with SG Charter 5.3(b) 4th & 5th paragraphs, the 45-business day review/approval process by the DRC will not start until a formal **Project Submittal** has been received.
5. All **Project Submittals** are to be given to the PMC by the first Monday of every month for review by the Design Review Committee (DRC). Any communication from the owner regarding their **Project Submittal** will be forwarded to the DRC for a response. The PMC is not authorized to comment on any owner's inquiries without first going through the DRC.
6. When a completed **Project Submittal** (including Exhibits A & B) is received by the PMC, the owner has the option to make an on-line payment of all applicable fees and deposits or pay them by check, payable to SweetGrass Community Association, Inc., and mailed to the PMC. All applicable fees, deposits and required materials must be received by the PMC with each **Project Submittal**. The PMC will accept new **Project Submittals** by the first Monday of every month.
7. The PMC will confirm within 2-business days if the **Project Submittal** is complete and all required documentation, materials, fees and deposits have been received. If any information is missing, the PMC will email the applicant and indicate what is lacking. The 45-business day DRC review process will **not** begin until any/all missing documentation, materials, fees, and deposits have been received by the DRC.
8. When the PMC has all documentation, materials, fees and deposits, the DRC members will be notified and given the formal **Project Submittal** for their review and indicating that the 45-business day review process has begun. The PMC will also email the owner that the review process has begun.

SweetGrass Community Association, Inc. Project Submittal Process

9. When the DRC has completed its review, the Chairperson will forward a findings letter to the PMC with blind copies to the DRC members. The DRC findings letter will either approve (with or without conditions) or reject the Project Submittal.
10. In accordance with the SG Charter 5.3(b) 2nd paragraph, the PMC will then email the DRC's findings and the submitted **Project Submittal** to the Founder for their veto right. If the Founder does not accept or reject the DRC's findings after 10-business days, the PMC will email the letter to the owner and bcc the DRC members. In the rare case that the Founder exercises its veto right, the PMC will forward the Founder's comments to the DRC for appropriate action. **In order to know when the 10-business-days have expired, it is extremely important that the PMC place every veto right notice to the Founder in a reminder/calendar file.**
11. If the Founder has not exercised their veto right and the DRC has approved the **Project Submittal** without any conditions, the owner must forward a copy of the well, septic tank and drain field permits from the Appalachian District Health Department to the PMC for delivery to the DRC members. If the permits are proper, the DRC Chairperson will notify the owner (via the PMC), that they may now proceed with work on-site. Otherwise, no work can begin on-site until the DRC has verified the permits and notified the owner that they may begin clearing and construction.
12. Building must begin within **6 months** after DRC approval or a new Project Submittal will be required. The project must be completed within **18 months** after DRC approval is granted or the owner must request an extension.
13. If the **Project Submittal** is conditionally approved by the DRC, the owner will forward the requested additional information or revised plans to the PMC. The PMC will forward the revised materials to the DRC members and a new 45-business day review period starts.
14. If the **Project Submittal** is rejected by the DRC, the owner/builder **cannot** proceed with any work and must resubmit a new project or request that the Construction Deposit and the Road Impact Fee be refunded.
15. If the owner chooses to re-submit their project, the process starts all over again.
16. If a **Separate Landscaping Plan** is submitted a review fee of \$125 will be required and the owner will be required to submit the plan within 120 calendar days of the DRC's approval of the **Project Submittal**. The DRC will then have 45 business days to approve a separately submitted plan.

SweetGrass Design Review Committee