

POTTER CREEK HOMEOWNERS' ASSOCIATION
EXISTING HOME DESIGN REVIEW REQUEST

This form must be completed and submitted with all plans for which design review is required. Please provide the following information.

NAME: _____ **LOT NO:** _____

ADDRESS: _____ **CELL:** _____

TEL DAYS: _____ **TEL EVES:** _____

EMAIL: _____

Review the choices of design review requests below and check the most appropriate box. **Pay close attention to the detailed information provided with each box.** The information tells you what must be included with your submittal in order for your request to be deemed "complete". **Incomplete submittals will result in design review delay.**

To speed up the review process, visit your neighbors (anyone within 50 feet of all sides of lot) and have them review and "sign off" your plans. This is pursuant to Section 5.4 "Neighbor Notification of Design Review" of the DSP's. Lack of neighbor review with your submittal will delay the design review process, as the managing agent will have to mail notices out on your behalf, allowing adequate time for review.

- Landscaping, New Home – Provide drawing indicating your plan. Include material types. All disturbed areas from construction must be address. Pay particular attention to drainage area. Include appropriate utility coverage. The required expenditure on landscaping for the area is 3% of the total value of the home plus land (dollar amount of house and lot multiplied by 3% (.03) equals total landscaping expenditure). Landscaping must be 100% complete no later than August 31 following completion of home construction.
- Landscaping, Existing Home – Provide drawing indicating changes/additions. (Depending on extent of changes/additions, this may be an informational submittal only).
- Retaining Wall(s) – Preferably, provide as-built survey with proposed location of retaining wall clearly marked. Indicate material type, installation technique. If possible, provide photo/brochure of material type. Advise whether or not professional contractor being used. Provide start-up date and completion date.
- Sheds – Storage building/sheds need to be constructed in a style similar to the dwelling, i.e., same roof pitch, color and siding. See Sections 4.15 and 4.20 of the DSP's.
- Painting – Provide one set of color chips for all proposed colors (body, trim, doors) and clearly outline color scheme. Provide name of contractor, start date and completion date. If color change, include painting of fence. **Paint samples MUST complete the neighbor courtesy review prior to Design Review Committee consideration.**
- Decks, New or Extensions – Provide as-built survey with proposed location of deck clearly marked. Indicate material type, dimensions, detail work (railings, built-in benches, built-in flower boxes, hot tubs, etc).

Over, please

Additions to Home – Provide as-built drawing, architectural drawings, and description of add-ons. Be sure to detail windows, doors, material types, exterior painting, start-up and completion dates.

Other: _____

Neighbor Courtesy Review Signoff (required):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Completed Design Review submittals shall be submitted through the management office for proper documentation. Please do not approach a Design Review committee and/or Board member directly regarding your design review submittal.

Please remember that the Design Review Committee's review is limited to examinations of the request to ensure compliance with the Association's covenants. No compliance or non-compliance with Municipal, State, or national building codes and standards are implied by this approval. It is the responsibility of each individual homeowner to ensure compliance with such codes.

The Association strongly recommends the use of properly licensed, insured and, if applicable, bonded contractors.

To be completed by Design Review Committee:

Sign-off: Reviewed and approved / denied by the DRC Members on ____/____/____

_____	_____
_____	_____

(Only three signatures required)