

## DESIGN DEVELOPMENT (DD) CHECKLIST

*Use the following as your check list, initial each and upload this page with your submittal*

- \_\_\_\_(1) A completed Skyecroft Form Two in digital format. Indicate all finished materials to be used as manufacture and style.
- \_\_\_\_(2) A completed Contractor Reference Form Four in digital format (new Builder only)
- \_\_\_\_(3) Design Development Floor Plans and Elevations in digital format including:
- i. Floor plan: Indicate all rooms, and sizes, along with square footage of the total heated area and square footage of unheated area. Note method of SF calculation. Show the finished floor elevation (FFE) of the first floor.
  - ii. Roof plan indicating slopes and finish materials.
  - iii. Elevations: Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade with respect to the topography.
  - iv. A fully detailed wall section from foundation to roof and through a window, showing all significant elements of construction including flashing, air and water barriers.
  - v. A transverse and longitudinal section through the front entry and front door.
  - vi. Additional key details needed to clarify significant features of the design.
- \_\_\_\_(4) Design Development Site Plan if changes are made to original submittal.
- \_\_\_\_(5) Tree survey. Denote trees to be removed which are more than 20 feet outside of the perimeter of the home.
- \_\_\_\_(6) Photographs in digital formats documenting pre-existing damage to roads and curbs and drainage ditches.
- \_\_\_\_(7) The SARC reserves the right to require the submittal of other information, data, drawings and samples as deemed necessary. Submit all required items as directed by the Association Manager.
- \_\_\_\_(8) Include any request for a Variance at this time. Typically, a Variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements. **A variance request is attached**\_\_\_\_**yes**\_\_\_\_**no**.
- \_\_\_\_(9) Submit Form Two-Major Projects Design Development Review to the Review Site.
- \_\_\_\_(10) A copy of this page with your initials on the lines to the left and item 8 checked, yes or no.
- \_\_\_\_(11) Submit Major Projects Submittal Form Three to the Review Site. Denote Design Development Review.

**Other data: The SARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.**