

CONSTRUCTION DOCUMENT (CD) CHECKLIST

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

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- ____(1) A copy of Major Projects Submittal Form Three, indicating this is a Construction Document Review.
- ____(2) A copy of this page with your initials on the lines to the left.
- ____(3) Floor plans: Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor. Submittals without indicating finished floor elevation (FFE) of the first floor may delay the review. (See 3.4.1 for Foundation Survey submittal requirements)
- ____(4) Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- ____(5) Elevations: Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show elevations corrected with respect to adjacent grade. Indicate floor to floor heights.
- ____(6) Typical Wall Sections: The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. One wall section must be cut through a typical window and a typical door.
- ____(7) Details: Provide details of all unique conditions on the home.
- ____(8) Construction Document Site Plan in digital format. Note all features on the site which will be seen on the exterior of the home.
- ____(9) Curb elevation and elevation at rear property line should be clearly denoted.
- ____(10) Detailed Landscaping Plan in digital format, CAD or equivalent **HANDWRITTEN SKETCHES WILL NO LONGER BE ACCEPTED** (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, , and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. Submit this drawing prior to or at the Dry-In review to avoid an additional review fee.
- ____(11) Drainage Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
- ____(12) Samples in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, shutters, medallions, chimneys, doors, lighting, and all other materials that will be seen on the exterior of the home and site.

EXPECTED START _____ EXPECTED DRY-IN _____ EXPECTED FINAL _____

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

Skyecroft Homeowners Association Architectural Guidelines - April 2020 Edition

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE OR MINOR PROJECTS APPLICATION FORM

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.

SCHEMATIC DESIGN CHECKLIST: *Provide this page with your SD submittal. Confirm that you have included each item below by initialing beside each required document.*

- _____ (1) A copy of Form One-Major Project Schematic Review that was submitted to the Association Manager.
- _____ (2) A copy of the Site Survey as described on the Site Survey Check List.
- _____ (3) Floor plans showing heated and unheated square footage.
- _____ (4) A roof plan indicating pitch.
- _____ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- _____ (6) A copy of this page of the Guidelines with your initials on the lines to the left.
- _____ (7) On each drawing provide architect or designer name, email address and phone number.
- _____ (8) Submit fees denoted in 3.3 (Form One) to Association Manager with checks made to Skycroft HOA

SUBMITTED BY: (print name) _____ POSITION _____
(Owner or Contractor) _____

SITE SURVEY CHECK LIST:

The following information is required to be on your lot survey:

Your lot survey should be submitted along with a copy of this list with your Schematic review and with the DD or CD review if changes are made after the Schematic Review.

SHOW ON THE PLAN:

- ___ Skyecroft infrastructure to include all improvements, roads, ponds, utilities on or immediately adjacent to subject property. Identify the recorded plat and lot number.
- ___ Property lines with dimensions and bearings and a north arrow.
- ___ Streets, setbacks, right of ways, easements, utility stub-outs, flood zones and all other pertinent information from recorded documents.
- ___ Outline (footprint and eaves) of the proposed home, porches, steps, patios, walkways and driveway(s).
- ___ Contours at two-foot increments. Illustrate elevation above sea level and show benchmark referenced to some 'called' point on site that will remain undisturbed. Show existing contours as dashed lines and number the contours with an elevation designation every ten feet of change.
- ___ Show proposed finished contours with solid lines.
- ___ All existing hardwood trees with a caliper of 6" or greater and all existing Pines with diameter of 30 inches or over.
- ___ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- ___ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- ___ Distance of the home most immediately across the street from the road curb to forward most feature of the home.
- ___ Total planned footprint of the home on the site and total square footage of the site.
- ___ Seal of the licensed surveyor with a signature and date.

The surveyor shall release drawing for use and provide a digital copy for the SARC review.