Flow Diagram for Architectural Review Process

With responsible party identified for each step

Step 1– Owner
Builder submits Form One for a Schematic Review with deposit money

Step 2 - AM
WebAdmin sets up project on ARC Portal Automated email sent to users with Portal access info

Automated system sends notification to registrant on how to make submission along with password for access to RevSite

Step 3 – Registrant
Builder submits all required Schematic documents to the RevSite

Automated system notifies ARC members of submittal (Typical of all submittals)

Step 4 – ARC
ARC reviews Schematic Submittal and provides a written response to the Registrant

Design Acceptable? — Yes → A / No

ARC Chair contacts owner. Assigns ARC member as primary contact

A

Step 5 - Registrant
Registrant makes Construction Document Submittal

Step 6 - ARC
ARC Reviews Construction Document Submittal and issues a written response to the Registrant

Design Acceptable? — Yes / No

Step 7 - Registrant
Registrant prepares site for Site Staking Review AND notifies ARC when ready

Step 8 - ARC
ARC performs in-field review with Owner and Contractor.

All items complete? — Yes / No

Step 9 - Registrant
Registrants requests confirmation of the proposed finish floor elevation relative to the site.

B

Step 10 - ARC
ARC performs in-field review with Owner and Contractor.

All items complete? — Yes / No

Step 11 - Registrant
Registrant requests Dry-in Review

Step 12 ARC
ARC Performs Review at Dry-In with Owner and Contractor

Building per approved plans? — Yes / No → Resolve with ARC

Step 13 Registrant
Registrant requests Final Review

Step 14 ARC
ARC performs Final Review with Owner and Contractor

Building per approved plans? — Yes / No → Resolve with ARC prior to release of deposits

Step 15 AM
Return of Compliance Security Deposit