

## CHECKLIST FOR ENCLOSED ADDITIONS < 600SF

### PROCEDURES FOR OBTAINING COMMITTEE APPROVAL

To avoid delays regarding your proposed project, the following instructions must be followed completely and your project submitted to the Community Development office, per submittal schedule available on the SROA website.

- I have reviewed section 6.04 of the Design Committee Manual.
- Applicant shall complete all five pages of this form in its entirety.
- Applicant shall submit one set of construction documents (24" x 36")
- Applicant shall pay design review fee (per Section 6 Table 1).
- Applicant shall stake and string the proposed construction project, including property lines and identify all trees proposed for removal prior to submittal. Photo documentation of all staking/stringing is required with submittal (Refer to Section 6.01(c), 6.01(d) of Design Committee Manual).
- Applicant shall provide sub-association/landlord approval, if required.

**\*NOTE: Incomplete submittals will not be accepted.**

### CHECKLIST FOR DOCUMENTS REQUIRED FOR FINAL PLAN REVIEW

#### SITE PLAN

- Title block
- Minimum scale: 1" = 10' - 0"
- North arrow
- Building locations via dimensions and outline of adjacent homes and structures
- Line of proposed roof overhangs
- Construction staging and access areas
- Property lines (solid line)
- Minimum setbacks and easements – side yards, front and rear (dotted lines)
- Dimensions of the common area surrounding the lot
- Existing Ponderosa trees (4-inch d.b.h. or greater) including diameter and dripline
- Proposed removal of trees showing diameter, and species
- Natural site topography
- Finished floor elevation
- Lot coverage calculation per Section 3.02(e) as noted in Appendix C, not to exceed 35%
- Enclosed area calculation per Sec. 3.15(b)1(a), shall not exceed 350 sqft.

**continued on next page...**

**FLOOR PLANS**

- Title Block
- Minimum Scale 1/4" = 1'- 0"
- All exterior dimensions
- Door and window openings and size
- Walls, partitions and stairways (label all interior rooms)
- Decks, porches, balconies, privacy screens, hot tubs (spas), fences and courtyards including materials and dimensions.
- Three can trash/recycle enclosure with gate and walkway to driveway.
- Floor area ratio calculation as noted per Section 3.02(e) and noted in Appendix C, shall not exceed 45%

**ELEVATIONS**

- Title block
- Building elevations showing all exterior walls
- Minimum Scale: 1/4" = 1'- 0"
- Doors (including garage doors) and window openings with material description
- Overall building height per Section 3.02(c)

**ALL applicable exterior building features including:**

- Roof material(s) and slope
- Siding material(s)
- Fireplace(s) and shroud(s) (note material & height)
- Trim(s) & fascia
- House number (located under light source)
- Deck(s) (height above grade)
- Three can trash/recycle enclosure - material and height
- Skylight(s)/Solar panel(s)
- Screen wall(s)
- Wood support posts/beams, including dimensions
- EV charging station(s)
- Overall building height
- Location and dimension of hot tub/spa enclosure