

**FINAL ARCHITECTURAL & DESIGN SUBMITTAL APPROVAL**

The Cottages at Hobble Creek

Date \_\_\_\_\_

Owners/Applicant \_\_\_\_\_

Contact Information \_\_\_\_\_

Cottages Address/Lot \_\_\_\_\_

**PRELIMINARY DESIGN SUBMITTAL**

Includes the Following Required Documents & Submittals:

- Final design submittal must follow the Preliminary Design Approval
- Supplemental drawings, materials and studies requested during the Preliminary Design Conference
- Survey with legal description
- Erosion control plan
- Final site plan with topography
- Final floor plans
- Final roof plan
- Final building section
- Final exterior elevations
- Final landscape plan
- Final lighting plan
- Construction site plan
- Complete set of final construction documents (plans and specifications)
- Materials sample board for exterior materials
- Structural certifications
- Construction time schedule
- \$500.00 Meeting & Submittal Fee
- Review fee and application RESULT: Approval or denial from the ADRC within 30 days
- \$2500 Construction Impact Fee. Instituted 5-22-21

**Owner(s):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**THE COTTAGES AT HOBBLE CREEK ADRC  
FIANL DESIGN APPROVAL:**

\_\_\_\_\_  
Robert Ferguson  
HOA President

\_\_\_\_\_  
HOA Board Member/Appointee

\_\_\_\_\_  
HOA Board Member/Appointee

\_\_\_\_\_  
Kirk Rasmussen  
ADRC Chair

*This instrument shall be governed by and construed in accordance with the laws of the State of Utah.*

## **ADRC Structure**

The Architectural Design Review Committee (ADRC) will consist of three regular members and one alternate member, each of who will be appointed by the HOA Board. There be less than three or more than 5 regular members. In this case, each of the members will be appointed by and serve at the discretion of the Board.

Every Owner or other person, by submission of plans and specifications to the ADRC for approval, agrees that no action or suit against the ADRC, any of its members, The Cottages Community Association or any of its members, will be brought as a result of any action taken by the ADRC. Approval by the ADRC of any improvement at The Cottages only refers to The Cottages Design Guidelines and in no way implies conformance with local government regulations. It will be the sole responsibility of the Owner to comply with all applicable government ordinances and/or regulations, including but not limited to zoning ordinances and local building codes.

The ADRC may delegate any or all of its Design Review responsibilities to one or more of its members, acting as a subcommittee of the ADRC, and/or a professional design consultant retained by the ADRC on behalf of the Board. Upon such delegation, the actions of such members or consultants will be equivalent to action by the Committee as a whole.

## **Summary of Submittals**

- Site plan (scale at 1" = 10' or 1/8" = 1')
- Survey (scale at 1" = 10' or 1/8" = 1')
- Schematic Floor plans (scale 1/4" or 1/8" = 1')
- Exterior elevations (scale 1/4" or 1/8" = 1')
- Final construction site plan indicating construction access, parking areas off the street, sanitary facilities, concrete wash out area, trash drum, and material storage.
- Final landscape plan showing existing vegetation, areas of proposed removal of vegetation during construction, as well as proposed site furnishings, areas proposed for new plantings and suggested irrigation.
- Final lighting plan
- Final Erosion Control Plan
- Other drawings, materials or samples requested by the ADRC, which may have been specifically requested during the Preliminary Design Conference. Three sets of plan prints should be submitted, of which two sets will be retained by the ADRC. The ADRC will review the plans and respond in writing no later than 30 days following receipt of a complete submittal. The ADRC review process and 30-day timeline will not start until all required plans are submitted. Once plans have been reviewed and any issues worked out, the ADRC will write the Owner granting preliminary design approval.
- The ADRC will review final submittal packages and respond in writing within 20 days but no later than 30 days after a complete submittal has been received. Results of reviews will not be discussed over the telephone and Owners and their consultants will only be included in review meetings at the invitation of the ADRC. Responses to the ADRC by Owners and/or their consultants must be in writing. ADRC's final approval is valid for 12 months from the date of approval.
- At the discretion of the ADRC, an on-site inspection may be conducted prior to final design review to confirm that plans reflect actual site conditions.
- Re-submittal of Plans . In the event that plan approval is denied for either a preliminary or final submittal, a resubmission of plans should follow the same procedure as an original submittal.

## **(POST) FINAL DESIGN SUBMITTAL REQUIREMENTS & INFORMATION**

Construction Commencement. On receipt of final approval from the ADRC and all other reviewing agencies, and upon obtaining a building permit from the appropriate local or county building office, the Owner may begin construction in accordance with the approved plans immediately. If construction has not commenced within the 12 month time period, approval will be considered revoked.

In any event, construction must be completed within 18 months from commencement except if completion is impossible due to labor strikes, national emergencies or natural calamities. If the 18-month deadline will be breached, Owners or their representatives must notify the ADRC, indicating the reasons for the delay and the revised timeline for completion.

At the discretion of the ADRC, work in progress may be inspected and notice may be given of noncompliance with approved plans and/or these Design Guidelines. The ADRC reserves the right to hire an independent inspector at the property Owner's expense should circumstances dictate. Absence of such inspection or notification during construction does not constitute an approval by the ADRC of work in progress or compliance with the Design Guidelines. Any such inspection should not be construed as an acceptance of any improvements or conditions, or as a waiver of any provision of these Design Guidelines or of any condition of approval established by the ADRC.

Modifications to Plans after Approval. Any modifications or additions to plans, whether architectural or site design, including color and materials changes, must be submitted to the ADRC for approval prior to implementation. It is the Owner's responsibility to keep the ADRC informed of any changes and the Owner cannot hold the ADRC liable for changes implemented prior to a verdict rendered if they are to be determined unacceptable. The ADRC will make every effort possible to make decisions in a timely manner so as to not delay construction progress.

Failure to enforce any of the Design Guidelines does not constitute a waiver of same.

The ADRC reserves the right to waive or vary any of the procedures set forth herein at its discretion for cause.

Construction Completion. Construction activities including landscape installations must be completed within 24 months of construction start. Upon completion of construction, the ADRC will inspect the property. If all improvements comply with these Design Guidelines and approved plans, the ADRC will issue a written approval to the Owner, notifying a final release of the improvements by the ADRC. This final release will be issued within 30 days of the final inspection. If work is found not to be completed in strict compliance with the set of approved plans or any portion of the Design Guidelines, the ADRC will issue a written notice of noncompliance to the Owner, specifying the particulars of noncompliance.

The Owner will have 30 days from the date of the notice of noncompliance with which to remedy the noncompliance portions of improvements. If, by the end of this time period the Owner has failed to remedy the noncompliance issues, the ADRC may take action to remove the noncompliant improvement as provided for in these Design Guidelines, including, without limitation, injunctive relief or the imposition of a fine. A final release will not be approved until all non-compliance issues are resolved.

Additional Design Review fees may be charged for resubmittals, remodels or other special circumstances. Design Review fees are due at the time of preliminary submittal and no plan review will be conducted until fees are paid in full. Fees may be updated at any time and at the discretion of the ADRC.

### FINAL DESIGN SUBMITTAL

- Final site plan
- Final floor plans
- Roof plan
- Building section
- Exterior elevations
- Materials sample board for exterior materials
- Final landscape plan
- Final lighting plan
- Construction site plan
- Complete set of construction documents (plans and specifications)
- Structural certifications
- Construction time schedule
- Final approval or denial from the ADRC within 30 days

### OBTAIN COUNTY BUILDING PERMIT

CONSTRUCTION COMMENCEMENT (within 12 months of final ADRC approval)

CERTIFICATE OF FINAL CONSTRUCTION APPROVAL

- Issued by the ADRC upon completion of construction and all required inspections