

DRC ALTERATIONS AND ADDITIONS SUBMITTAL CHECKLIST

HOMEOWNER SUBMITTAL FORM

Updated July 2014

SUBMITTAL MAY NOT BE REVIEWED UNTIL ALL INFORMATION IS INCLUDED

Note: Homeowners shall submit the completed DRC Alterations and Additions Submittal Checklist and required information to: Wendell Falls CA, Inc, C/O, A Review Fee, if applicable, shall be payable to WFCA, Inc. DRC review and approval is required prior to proceeding with any permitting or construction.

Homeowner Name _____ **Date Submitted** _____

Street Address _____ **Lot No.** _____

Telephone Numbers – Home: _____ **Work:** _____

Email _____

AS REQUIRED: SUBMITTAL MAY NOT BE REVIEWED UNLESS ALL INFORMATION IS INCLUDED

- Site Plan (8-1/2” x 11”, 11” x 17” maximum):**
Identify location of improvements and actual dimensions (height, length, width, color), utility easements, north arrow, scale and square footage of any impervious material improvements to site.
- Landscape Plan (8-1/2” x 11”, 11” x 17” maximum):**
Identify location of Landscape Improvements, property lines, existing walls and fences, landscape materials (sod, tree, shrub and ground cover types), irrigation and lighting (if applicable), utility easements, north arrow and scale. (A Landscaping Plan is required for any landscape improvements other than for maintenance purposes.)
- Architectural Plan (8-1/2” x 11”, 11” x 17” maximum):**
Identify square footage, front, sides and rear elevations, color selection, and special details.
- Detailed drawing or photo of improvement may be requested:**
List all materials, types & colors. Provide material samples as applicable (color chip, type of rock, photos).
- Neighbor Notification:**
Neighbor (adjacent neighboring properties) notification is not meant for neighbors’ approval of proposed improvements, but to communicate that a DRC Submittal and future construction is underway. List those contacted:

Request for Modification(s):

- Fencing and retaining walls: ____ Addition ____ Improvements
- Landscaping: ____ Front Yard ____ Side Yard ____ Rear Yard
- Irrigation System: ____ Addition ____ Improvements
- Deck, patio, walkway, etc.: ____ Addition ____ Improvements
- Paint /Stain: ____ Home ____ Door ____ Other
- Accessory outbuilding (storage/shed): ____ Addition ____ Improvements
- Play/Sport Equipment: Specify _____
- Spa/Pool
- Satellite Dish
- Solar Panels
- Home/Room Additions
- Other: _____

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

Approval is required prior to proceeding with any alterations or construction. Although the DRC will make every effort to review and approve your request as soon as possible, please be aware that in accordance with the community covenants and regulations, the DRC has 30 days to review and approve submitted requests.

Review is only for conformance with the Wendell Falls Design Guidelines. The owner is entirely responsible for compliance with the Wendell Falls Design Guidelines, covenants, ordinances and other applicable codes, regulations, utility locations, etc. Any damage to common areas, sidewalks, irrigation systems is the responsibility of the owner. DRC comments are as attached and noted on submittal.

- Approved**
 Approved as Noted
 Not Approved
 Resubmit

Reviewed By
WFCA, Inc. / DRC Representative

Date