

## **Architectural Review Committee information and submission requirements**

The Architectural Review Committee (ARCOM) as provided in Article 6 of the Duck Creek Ridge Owners' Association (DCROA) Covenants, Conditions, and Restrictions (CC&R's) is tasked with reviewing and either approving or denying proposed construction on lots within the Association's boundaries.

The purpose of ARCOM is to insure adherence to the architectural guidelines as outlined in Article 9 of the DCROA CC&R's. The intent of the architectural guidelines is to encourage a blending of styles within the property with the natural surroundings and prevailing architecture. These 2 elements together help promote a harmonious community development.

The following information is meant to help guide Association members through the process of reviewing the DCROA CC&R's for project conformity, and submitting their construction plans to ARCOM.

Article 6.2 SUBMISSIONS AND APPROVAL says in part: Prior to commencement of any excavation, construction or remodeling of any structure or of any addition to any structure...approval of ARCOM is required.

Article 6.2 (a) says in part: 2 sets of building plans and specifications shall be provided to ARCOM. It also outlines the minimal elements required to be submitted.

Article 6.2 (b) provides Association members elements of the proposed construction that ARCOM may consider when determining suitability.

Article 6.2 (d) provides ARCOM a 60 day timeline to provide in writing an Approval or Denial of plans submitted. Submissions of plans that do not include the items on the ARCOM Submission items checklist may be deemed incomplete, and therefore may be rejected or denied by the committee.

Article 9 of the CC&R's, Design Restrictions and Requirements, provides a broad picture of what is allowed and what is not allowed with respect to materials utilized, exterior finishes, exterior lighting, dwelling size minimum, lot line setbacks, slope and drainage control, county permit(s) and so on.

Submissions to ARCOM shall provide the committee with enough detail to make a determination as to conformity with the DCROA CC&R's. Specifically, a submission shall provide details on exterior finishes including color and material 9.1(b); exterior lighting 9.1(d); lot grading/slope and drainage 9.1(e); specific placement of the structure(s) on the lot, including measurements for lot line setbacks 9.1(m); placement of self-draining water faucet 9.1(q); and placement of sanitary sewer system 9.1(r).

While the preceding paragraph is not an exhaustive list of details ARCOM may find useful for its review of the proposed construction, it does outline the types of information that a submission must include. Most of the required information is also required to be submitted to Kane County for the issuance of a building permit.

The following URL is to the Building Permit Information provided by Kane County.

<https://kane.utah.gov/gov/dept/building-inspector/building-permit-application-information/>

**ARCOM Submission items checklist**

- Complete set of building plans/construction drawing (2 hard copies and 1 electronic). Plans shall be stamped by the Architect and/or Engineer.
- Grading and elevation plan (2 hard copies and 1 electronic)
  - Specify slope and drainage
- Site plan (2 hard copies and 1 electronic)
  - Placement of structures
  - Property line setback/measurements
  - Placement of sanitary sewer system with approximate setbacks from lot line
  - Placement of water and power lines
  - Placement of self-draining water faucet
  - Placement of driveway
  - Placement of any landscaping, fencing, walls, hedges
- Septic permit (copy of permit issued by Southwest Utah Health Department)
- Copy of Building Permit Application submitted or going to be submitted to Kane County (pages 2 and 3 of Building Permit Packet)
- Exterior finishes
  - Include type of material and color for vertical walls
  - Include type of material and color for roof materials
- Exterior lighting (type and placement)
- Construction timeline including estimated completion date
- Information on Construction trailer or other temporary storage containers that might be on-site during construction

Please submit at a minimum the items listed above for any new construction, for example a residence, a garage or other outbuilding. You may include other information or documents as you feel may be helpful to the ARCOM approval process. ARCOM may or may not convene a meeting pursuant to Article 6.1(b) to facilitate further discussion and determination regarding your submission.

If your building project is not major construction, but rather a small project that either requires or does not require a building permit, your list of submitted items could deviate from the list provided above. You might want to reach out to ARCOM to assist in determining the documents you should submit.

Respectfully,

Architectural Review Committee members