

APPLICATION CHECKLIST: New Construction Application

STONEHILL VILLAGE DESIGN REVIEW BOARD

The following checklist can assist in the preparation of your application for New Construction. This checklist doesn't replace or supersede the Governing Documents for Stonehill Village.

- Review the Community Design Review Standards, the Rules & Regulations for the Community DRS, and the Neighborhood Design Review Standards for *your* Neighborhood
 - **Part 2.03** of the Rules & Regulations for the Community DRS details the required application contents and process (see also **Article Four** of the Community DRS)
 - **Section Three** of the Rules & Regulations for the Community DRS details the general standards for Improvements in all of Stonehill Village (see also **Article Five** of the Community DRS)
 - **Article Three** of the Community DRS details the Approved Builder Program; be sure that your Builder qualifies to work in Stonehill Village before filing your application
 - **Article Six** of the Community DRS details the construction requirements

PRELIMINARY DESIGN REVIEW

- Complete the New Construction Application (*attached to the Rules & Regulations for the Community DRS as Schedule 1*)
 - Mark that it is the “Preliminary Design Review” on page 1, under Status of Application
 - The Owner and the Builder must sign the Application
- Prepare a Site Plan (*see Part 2.03(C)(2)(a) of the Rules & Regulations for the Community DRS for specifications*)
- Prepare a Grading Plan (*see Part 2.03(C)(2)(b) of the Rules & Regulations for the Community DRS for specifications*)
- Prepare Architectural Plans (*see Part 2.03(C)(2)(c) of the Rules & Regulations for the Community DRS for specifications*)
- Pay the Preliminary Design Review fee (*see Schedule 3 of the Rules & Regulations for the Community DRS*)
- Submit your application to the DRB using one of the methods listed on **Part 2.02** of the Rules & Regulations for the Community DRS
- Attend Pre-Construction Meeting with DRB representative (*per Part 2.03(B)(1) of the Rules & Regulations for the Community DRS*)
 - DRB representative will reach out to you to schedule this upon submission of the application and payment of the Preliminary Design Review fee

FINAL DESIGN REVIEW

- Complete the New Construction Improvement Application (*attached to the Rules & Regulations for the Community DRS as Schedule 1*)
 - Mark that it is the “Final Design Review” on page 1, under Status of Application
 - The Owner and the Builder must sign the Application
- Obtain all permits that are required for your project (from the Township, County, etc.). Copies of the permits must be included with your application (*see Part 2.03(D)(2)(a) of the Rules & Regulations for the Community DRS*)

- Provide updated Site Plan (*see Part 2.03(D)(2)(b) of the Rules & Regulations for the Community DRS for specifications*)
- Provide updated Grading Plan (*see Part 2.03(D)(2)(c) of the Rules & Regulations for the Community DRS for specifications*)
- Provide updated Architectural Plans (*see Part 2.03(D)(2)(d) of the Rules & Regulations for the Community DRS for specifications*)
- Prepare a Landscape Plan (*see Part 2.03(D)(2)(e) of the Rules & Regulations for the Community DRS for specifications*)
 - Prepare Cut Sheets for each type of plant you wish to install as part of your project (*blank form attached to New Construction Application*)
- Prepare Home Site Staking (*see Part 2.03(D)(2)(f) of the Rules & Regulations for the Community DRS for specifications*)
- Pay the Final Design Review fee (*see Schedule 3 of the Rules & Regulations for the Community DRS*)
- Submit your application to the DRB using one of the methods listed on **Part 2.02** of the Rules & Regulations for the Community DRS
- Attend Site Inspection Meeting with DRB representative (*per Part 2.03(B)(2) of the Rules & Regulations for the Community DRS*)
 - DRB representative will reach out to you to schedule this upon submission of the application and payment of the Final Design Review fee
- When you have received notice that your application has been approved or conditionally approved, you may begin the work
- Approximately 30 days prior to completion of Work, notify the DRB using the same method by which you submitted your application. The DRB will schedule a Final Inspection Meeting (*per Part 2.03(B)(3) of the Rules & Regulations for the Community DRS*), and then issue a Certificate of Completion, so that Association records reflect the fact that your Improvement complies with the Governing Documents.