APPLICATION CHECKLIST: *Pool Application*
STONEHILL VILLAGE DESIGN REVIEW BOARD

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

☐ Review the standards in the Community Design Review Standards, the Rules & Regulations for the Community DRS, <u>and</u> the Neighborhood Design Review Standards for *your* Neighborhood

- o **Part 2.04** of the Rules & Regulations for the Community DRS details the required application contents (see also **Article Four** of the Community DRS)

- o **Part 3.04(E)** of the Rules & Regulations for the Community DRS details the general standards for pools in all of Stonehill Village (see also **Article Five** of the Community DRS)

- o Note that pools must be screened with appropriate landscaping (see **Part 3.02** of the Rules & Regulations for the Community DRS for the general standards for Landscape Features in all of Stonehill Village) and must include a fence (see **Part 3.04(A)** of the Rules & Regulations for the Community DRS for the general standards for Landscape Features in all of Stonehill Village)

- o **Article Six** of the Community DRS details the construction requirements

☐ Complete the Post-Construction Improvement Application *(attached to the Rules & Regulations for the Community DRS as Schedule 2)*

- o The Owner must sign the Application (not the contractor)

☐ Obtain any permits that may be required for your project (from the Township, County, etc.). Copies of the permits must be included with your application

- o Don't forget to have all underground utilities marked before you dig

☐ Prepare a Site Plan *(see **Part 2.04(E)(1)** of the Rules & Regulations for the Community DRS for specifications)*

- o Hand-drawn Site Plans for patios are <u>not</u> permitted; must be professionally generated

☐ Prepare a Landscape Plan *(see **Part 2.04(D)(1)** of the Rules & Regulations for the Community DRS for specifications)*

- o Hand-drawn Landscape Plans are acceptable

☐ Prepare Cut Sheets for each type of plant you wish to install as part of your project *(blank form attached to Post-Construction Improvement Application)*

- o If you need help finding the information for the Cut Sheets, try looking up the plants on websites such as the following:

    http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx

    https://www.siebenthaler.com/plantfinder/

☐ Gather *clear* photos and samples of the existing Primary Structure, Landscaping and Accessory Structures located on your Lot, <u>and</u> photos and/or samples of all non-plant materials you intend to use

- o Capture all relevant angles so the DRB can clearly see how your proposed Improvement will impact the existing condition of your Lot, neighboring Lots and Common Areas

☐ Pay the fee for the application *(see **Schedule 3** of the Rules & Regulations for the Community DRS)*

☐ Submit your application to the DRB using one of the methods listed on page 2 of the Post-Construction Improvement Application

☐ When you have received notice that your application has been approved or conditionally approved, you may begin the work – and be sure to complete it within 6 months of the approval

☐   When the work is complete, notify the DRB using the same method by which you submitted your application. They will then review it and issue a Certificate of Completion, so that Association records reflect the fact that your Improvement complies with the Governing Documents.