

## **APPLICATION CHECKLIST: Roof Application**

### **STONEHILL VILLAGE DESIGN REVIEW BOARD**

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

*Note: if you are replacing your roof with the same color and type of roofing material that presently exists on your home, you can do so without application to the DRB.*

- Review the standards in the Community Design Review Standards, the Rules & Regulations for the Community DRS, and the Neighborhood Design Review Standards for *your* Neighborhood
  - **Part 2.04** of the Rules & Regulations for the Community DRS details the required application contents (see also **Article Four** of the Community DRS)
  - **Part 3.03(B)** of the Rules & Regulations for the Community DRS details the general standards for Roofs in all of Stonehill Village (see also **Article Five** of the Community DRS)
  - **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*)
  - 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 provided to the DRB *before* you begin any work on your project, but you can wait to obtain the permits after the DRB has issued conditional approval of your application
  - 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*)
  - Hand-drawn Site Plans for patios are not permitted; must be professionally generated
- Gather *clear* photos and samples of the existing Primary Structure, Landscaping and Accessory Structures located on your Lot, and photos and/or samples of all materials you intend to use
  - 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.