

Saddle Ridge Construction Approval Process Summary

Review and Approval:

NO construction may commence without the written approval of the Design Review Board after plans and specifications have been submitted. The Board of Directors shall be the Design Review Board.

Review Process:

The applicant shall submit a sketch plan for review, which includes:

1. An accurate site plan of existing conditions, including streets, utilities, and must indicate items such as location, driveway location, parking areas, drainage ways, and other natural features and topography.
2. Roof and Floor Plans
3. Architectural elevations, finished floor lines, and top of slab elevations.
4. Building Cross section plans
5. Other plans or models the DRB requests.

Sketch Plan Review By DRB:

1. The Board shall consider if the building fits in with the harmony of everything else.
2. Within 30 days of the receipt of the sketch plan the DRB shall schedule a meeting with the applicant to review the sketch plan.
3. The meeting may continue if there are adverse weather conditions.
4. At the meeting the DRB will advise the applicant whether they generally approve or disapprove and if the applicant may continue to the final plan review.
5. If the DRB approves or approves with conditions the applicant may continue with the process.

Upon the approval with conditions of the sketch plan the applicant shall submit the final plan for review, which includes and at the minimal scale of 1/8"= 1 Foot:

1. The balance of work drawings and plans not previously submitted including any engineered or certified drawings.
2. Engineer's subsurface soils investigation and foundation recommendation and plan for mitigation of groundwater, if applicable.
3. Other plans or models the DRB requests.

Final Plan Review:

1. The DRB shall determine that all documents required have been submitted for final plan review and approval. The DRB shall consider the suitability of the plan with view in the surrounding lots, drainage, snow removal, ground elevations, and terrain features.
2. Upon receipt of the final application plan set a hearing date with the applicant. The hearing date shall be within 30 days of receipt of application, unless the applicant request otherwise.

3. Notify in writing all members of the association that such final review plan has been submitted to the DRB, and the final plan application and documents are available for review by any member, and the date of the hearing for the final review plan consideration.
4. Hearing on Final Review Plan- Any member of the association may be present at the hearing to submit comments or may submit comments in writing. Within 14 days of the hearing the DRB shall render its final decision in writing. The DRB may either approve or approve with conditions. In the event the DRB fails to hold such hearing, the final review plan shall be deemed to have been approved.

Final Decision: The decision of the DRB as the final review plan application is final, subject only to the right of judicial review.

Construction Documents and Review:

The applicant may proceed with construction after a set of construction documents are submitted to the DRB. The document must be submitted 20 days prior to the commencement of construction. The DRB will notify the applicant of any inconsistencies that require modification within 10 days. The DRB will periodically review construction progress.