

Sierra Springs Ranch Owners Association

Form 100

Phase I - Pre-Design Meeting/Site Visit

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #: _____

Contractor: _____

Contact Name: _____

Address: _____

Phone #: _____

Architect: _____

Contact Name: _____

Address: _____

Phone #: _____

Requested Date of Site Visit: _____

Requested Time of Site Visit: _____

Date received by ARC: _____

Date/Time of Actual Site Visit: _____

ARC Member(s) Present: _____

Others Present: _____

Comments: _____

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 200

Acknowledgment of CC&R's, Design Guidelines and Rule's & Regulations

Dear Owner,

Per the Sierra Springs Ranch CC&R's and Design Guidelines (DG), you must obtain approval from the Architectural Review Committee (ARC) prior to making any additions or changes to your Lot or Existing Home.

To facilitate the ARC approval, an application for architectural modification is attached. Please complete all portions of the application and return to the Association Manager. You must include all documentation required in the attached Design Review Procedure and/or the Design Guidelines and CC&R's. The application will be given to the ARC for review only after all required material has been provided.

Each Owner is responsible for complying with the Design Guidelines, all provisions of the Sierra Springs Ranch Declaration of Covenants, Conditions and Restrictions, and the rules and regulations.

By signing below, the Owner, Builder, Architect/Designer acknowledge that they have read, understand, and will conform and abide by, the Design Guidelines, Covenant, Conditions & Restrictions plus the Rules and Regulations of Sierra Springs Ranch Owner's Association throughout the Review and Constructions process.

Work at Ranch

Monday-Friday: 7:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to 4:00 p.m.

No construction work is permitted on Sundays, on the below designated holidays and additional days that **Sierra Springs Ranch** will observe, or before and after designated working hours.

Observed Holidays:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

Form 200
Acknowledgment of CC&R's, Design Guidelines and Rule's & Regulations

Lot # _____

Owner Name

Date

Owner Signature

Date

Contractor

Date

Architect/Designer

Date

Sierra Springs Ranch Owners Association

Form 201

Phase II - Preliminary Submittal Form

Date: _____

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #'s:

Home: _____ Work: _____ Fax: _____

Cell: _____ Cell: _____

E-mail: _____

E-mail: _____

Contractor: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

License #: _____

Architect: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Nature of Request: _____ New Construction _____ Remodel/Addition

_____ Landscape

_____ Other: _____

Proposed Start Date: _____

Completion Date: _____

Form 201
Phase II - Preliminary Submittal Form

Note: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Sierra Springs Ranch Owners Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to aesthetics and conformance with the Design Guidelines. All technical and engineering matter is the responsibility of the homeowner.

Your request must be reviewed and approved by the Architectural Review Committee. An applicant will be given a decision within thirty (30) days of submission of all plans and specifications, and any other data required by the ARC. Please note that the thirty (30) day period commences on the date that ALL required plans and specifications are properly submitted to the association manager.

NO WORK MAY BEGIN UNTIL PLANS HAVE FINAL APPROVAL IN WRITING FROM THE ARC.

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural changes must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 202

Phase II - Preliminary Submittal Checklist

Please complete and submit the following checklist. If an incomplete checklist or supporting documents are not submitted, the ARC will not accept it for review, and it will be returned.

	<u>Owner</u>	<u>ARC</u>
1. Completed Application	☐	☐
2. Design Review Fee	☐	☐
3. On-Site Monumentation (page 52 of DG)	☐	☐
4. 8 ½" x 11" Project Data Sheet	☐	☐
5. 8 ½" x 11" Building Material List	☐	☐
6. One set of 24" x 36" or 30" x 42" and One set of 8 ½" x 11" Design Drawings (see Section 9.5 for exact detail)	☐	☐
a. Cover Sheet	☐	☐
b. Engineered Grading/Site Plan	☐	☐
c. Floor Plans of each level	☐	☐
d. Roof Plan	☐	☐
e. Minimum of four (4) Building Elevations	☐	☐
f. Minimum of two (2) Building Sections	☐	☐
7. Completed, signed, and dated Design Checklist.	☐	☐
8. An Exterior Lighting Plan	☐	☐
9. Building Materials Board(s), 8 ½" x 11" or 11" x 17", pictures or samples of material and colors listed. below are required,	☐	☐
a. Exterior Lights—Photos and Colors	☐	☐
b. Paint colors--Actual Paint Swatch Required	☐	☐
c. Roofing--Actual Material Samples	☐	☐
d. Materials—Timber, logs, siding, rock, or stone --Actual Material Sample	☐	☐
e. Window Framing or Decorative Trim --Actual Material Samples	☐	☐
f. Doors (all exterior)- photos and colors	☐	☐

Form 202
Phase II - Preliminary Submittal Checklist

- | | | | |
|--|--------------------------|--------------------------|--|
| g. Garage doors, photos, and colors | ☐ | ☐ | |
| h. Driveway Pavers-Actual Material Samples | ☐ | ☐ | |
| 10. A 24" x 36" Architectural Perspective <u>Color</u> Rendering | ☐ | ☐ | |
| 11. If required, Study model of the proposed Residence. | ☐ | ☐ | |

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 300

Phase III - Final Submittal Form

Date: _____

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #'s:

Home: _____ Work: _____ Fax: _____

Cell: _____ Cell: _____

E-mail: _____

E-mail: _____

Contractor: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

License #: _____

Architect: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Nature of Request: _____ New Construction _____ Remodel/Addition

_____ Landscape

_____ Other: _____

Note: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Sierra Springs Ranch Owners Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to aesthetics and conformance with the Design Guidelines. All technical and engineering matter is the responsibility of the homeowner.

Form 300
Phase III - Final Submittal Form

Your request must be reviewed and approved by the Architectural Review Committee. An applicant will be given a decision within thirty (30) days of submission of all plans and specifications, and any other data required by the ARC. Please note that the thirty (30) day period commences on the date that ALL required plans and specifications are properly submitted to the association manager.

NO WORK MAY BEGIN UNTIL PLANS HAVE FINAL APPROVAL IN WRITING FROM THE ARC.

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 301

Phase III - Final Submittal Checklist

Please complete and submit the following checklist. If an incomplete checklist or supporting documents are not submitted the ARC will not accept it for review and it will be returned.

	<u>Owner</u>	<u>ARC</u>
1. One 8 ½" x 11" set, and two 24" x 36" or 30" x 42" sets of Preliminary Submittal the "Drawings", that have been revised to address all the ARC Preliminary Submittal comments,	☐	☐
a. On the Grading/Site Plan, indicate:	☐	☐
i) The location of the Construction Fence and Gate, (if required by the ARC)	☐	☐
ii) Areas dedicated for:		
Worker's Smoking and Eating	☐	☐
Construction Waste (Dumpster),	☐	☐
Portable Toilet	☐	☐
Concrete Wash-out And Sump, and	☐	☐
Temporary Storage of Material. If the temporary material storage area is outside Building Envelope, include a note stating: "The area disturbed by the temporary storage of material will be revegetated by the Builder prior to complete of construction."		
iii) The final location of all utilities, including sewer, water, power, telephone lines, utility meters, and transformers (and screening techniques).	☐	☐
iv) The location of any approved Building Envelope Modifications.	☐	☐
b. On the Exterior Lighting Plan, note any Changes to the approved Preliminary Exterior Lighting Plan, list the Quantities of each light fixture, and show the Location of all exterior light fixtures.	☐	☐

Form 301
Phase III - Final Submittal Checklist

	<u>Owner</u>	<u>ARC</u>
c. On the Building Plans, indicate deck railing color, materials and construction details.	☐	☐
2. Site Plan in Electronic Format showing the following:		
a. Lot Lines	☐	☐
b. Building Envelope	☐	☐
c. All proposed improvements	☐	☐

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 400

Phase IV – Pre-Construction Conference Form

The home site Owner or representative must meet with the ARC Chairperson prior to start of construction to confirm construction and safety methodology and compliance. (See section 8.2 of Design Guidelines)

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Contractor: _____

Contact Name: _____

Phone #: _____

Requested Date of meeting: _____

Requested Time of meeting: _____

Date received by SSROA: ____ / ____ / ____

Date received by ARC: ____ / ____ / ____

Date/Time of Actual meeting: _____

ARC Member(s) Present: _____

Others Present: _____

Comments: _____

Sierra Springs Ranch Owners Association

Form 401

Phase IV – Pre-Construction Conference Checklist

After receiving ARC approval of Final Submittals, and prior to commencing construction, the Builder shall meet with the ARC Chairperson to review construction procedures and to coordinate construction activities. At this Pre-Construction Meeting, the Builder shall submit:

	<u>Owner/Builder</u>	<u>ARC</u>
A. The required Builder's Bond or cash deposit and the Owner's Landscape Deposit(See section 8).	☐	☐
B. The required Site maintenance Contract or Trash Deposit (See Section 8.5).	☐	☐
C. A copy of Navajo County Building Permit.	☐	☐
D. A copy of the Navajo County approved drawings.	☐	☐
E. A construction schedule.	☐	☐
F. The name and local cell phone number of a person that can be contacted 24-hours a day.	☐	☐
G. An up to date list of all the Builder's employees, suppliers, subcontractors, subcontractor's employees, and agents who will have access to and from the Lot during construction. All the aforementioned employees, suppliers, and agents may have their access revoked at any time if they fail to comply with the Construction Guidelines or Association rules and policies adopted by the Board.	☐	☐
H. By signing below I/We are accepting responsibility for the actions of everyone working on the construction site.	☐	☐

Upon submittal of all this information and materials, the ARC will issue the Builder a copy of the Construction Guidelines and a Construction Authorization Certificate.

Form 401
Phase IV – Pre-Construction Conference Checklist

If you do not include an item and it is not checked off, please explain.

Owners Signature

Date

Owners Signature

Date

Contractor

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 500

Landscape Plan Submittal Form

Date: _____

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) mailing address: _____

Owner(s) Phone #'s:

Home: _____ Work: _____ Fax: _____

Cell: _____ Cell: _____

E-mail: _____

E-mail: _____

Landscape: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Landscape Architect: _____

Contact Name: _____

Address: _____

Office #: _____ Fax #: _____

Cell #: _____

E-mail: _____

Note: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Sierra Springs Ranch Owners Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to aesthetics and conformance with the Design Guidelines. All technical and engineering matter is the responsibility of the homeowner.

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents and all building codes applicable.

Signature of Owner

Date

Signature of Owner

Date

Date Received by SSROA: ____/____/____

Sierra Springs Ranch Owners Association

Form 501

Landscape Plan Checklist

Prior to completion of construction, the Owner/Builder must submit a Landscape Plan to the Reviewer for approval. (See Sections 7.0 thru 7.4 Design Guidelines). The Landscape Plan submittal shall include a drawing at a scale of 1" x 10" showing:

	<u>Owner/Builder</u>	<u>ARC</u>
A. All the information shown on the approved GRADING/SITE PLAN (see Section 9.6).	☐	☐
B. The Plant Materials proposed for each of the 5 Landscape Zones described in Section 7.1.	☐	☐
C. A Plant List that identifies the type, size, and quantity of all plant materials and forest floor material.	☐	☐
Large areas of gravel or decomposed granite will not be approved. Grass areas are subject to ARC approval on a case-by-case basis. If approved, such grassed areas must be located within Landscape Zone 2 of the Building Envelope (see Section 7.1).		
D. The location, materials, and construction details of other Landscape Improvements (wall, walks, drainage, etc.).	☐	☐

If you do not include an item and it is not checked off, please explain.

Form 501
Landscape Plan Checklist

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date

Sierra Springs Ranch Owners Association

Form 600

Final Phase Request Form

The fifth and final phase (Final Review) includes a review by the ARC to determine whether actual construction has been completed in substantial conformance with the approved plans.

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Date of Request for Final Approval: _____

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Owner Signature

Date

Owner Signature

Date

Contractor

Date

Landscaper

Date

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date

\$10,000.00 building bond refunded to _____
(name)

On _____
(date)

check # _____

Sierra Springs Ranch Owners Association

Form 700

Modification or Addition to an Existing Residence or Lot

Submittal requirements for approval of minor revisions/additions to an existing residence or lot. This form shall be used for proposed improvements that have an estimated cost of construction of less than \$50,000.

Modifications or additions include the addition of screen walls, shade structures, exterior lighting, significant modifications/additions to landscaping, native plant materials (existing trees), hardscape (sidewalks and driveways), and alterations to the existing residence including changes to exterior finishes and paint colors.

A review fee of \$100 will be charged for projects with an estimated cost of less than \$10,000, or a fee of 1% of the owner's estimated construction costs between \$10,000 to \$50,000. This fee will cover the administrative cost of materials and time to produce, distribute and review the application by the Architectural Review Committee. The committee's review will be accomplished as expeditiously as possible not to exceed 14 calendar days.

All work performed under this approval shall comply with all local and Navajo County code requirements including permits as required and shall match the quality of construction of the existing residence in workmanship, materials, finishes, and architecture in all respects. Construction shall be performed within the existing building envelope and care shall be taken to avoid damaging existing trees, existing landscape materials, and existing grade. All damage to the lots natural environment shall be repaired/restored upon the completion of construction.

Work may be inspected by Architectural Review Committee members at any time or upon owner's request. All sections of the Architectural Design Guidelines remain in effect and will be enforced.

Owner(s) Name: _____

Lot #: _____

Property Address: _____

Owner(s) Mailing Address: _____

Date of Application Submittal: _____

Brief description of proposed project: _____

Form 700
Modification or Addition to an Existing Residence or Lot

Owners Estimated Construction Cost: _____

Amount of fee attached: _____

Who will be performing the work? List contractors by name and Phone #:

Proposed Start Date: _____

Estimated Completion Date: _____

Owner Name _____

Date _____

Owner Signature

Date

Contractor

Date

Sierra Springs Ranch Owners Association

Form 701

Checklist of Applicable Submittal Items

Please complete and submit the following checklist. If an incomplete checklist or supporting documents are not submitted, the ARC will not accept it for review, and it will be returned.

	<u>Owner</u>	<u>ARC</u>
1. Completed Application	☐	☐
2. Design Review Fee (based on owner's estimated cost of construction). See application narrative for formula.	☐	☐
3. Color Samples. If colors to residence or proposed improvements are different from existing colors, submit color samples for proposed colors. Identify on 8 ½" x 11" of elevation the location of all new colors.	☐	☐
4. Site Plan (if applicable). Submit an 8 ½" x 11" site plan of the existing residence (NTS) showing the limits of all proposed work and its relationship to the existing home, building envelope and trees.	☐	☐
5. Dimensioned Plan (if applicable). Submit an 8 ½" x 11" dimensioned plan of the proposed improvements showing its relationship to the existing residence. Show the existing and new locations of all the existing residence. Show the existing and new locations of all the affected utilities (propane, electrical, water, sewer) adjacent to the proposed construction. identify all existing and proposed building systems to be constructed (floor, walls, roof). All building construction must meet the current/applicable building codes for Navajo County.	☐	☐
6. Elevations (if applicable). Submit an 8 ½" x 11" (NTS) elevations showing the appropriate areas of existing residence and the proposed attached or adjacent vertical construction. Identify all heights, materials, finishes, and colors of the project. New construction should match existing colors, finishes, style, and craftsmanship in all respects.	☐	☐

Form 701
Checklist of Applicable Submittal Items

- | | | |
|--|--------------------------|--------------------------|
| 7. Landscape Plan (if applicable). Submit an 8 ½" x 11" landscape plan (NTS) showing the proposed areas that will have new landscaping or upgraded existing landscape materials. List all new landscape materials and their quantities on a separate but attached sheet. The existing building envelope should be shown as well as identifying any existing trees or landscape materials that will be removed. New landscaping shall comply with the Design Guidelines, landscape Sections 7.0, 7.1 and 7.3 in concept and material selection. | ☐ | ☐ |
| 8. Lighting Plan (if applicable. Submit and 8 ½" x 11" floor plan or site plan showing the location of any additional or revised location of exterior light fixtures (wall mounted or free standing). All exterior light fixtures shall be "night sky" complaint. Submit the make, model, and "cut sheet" for all proposed new fixtures. | ☐ | ☐ |
| 9. Hardscape Plan (if applicable). Submit an 8 ½" x 11" site plan of the existing residence and driveway. Identify the location and extent of all proposed driveway and walkway modifications. Submit cut sheet of all paving materials that do not match existing. All modifications must meet the Design Guideline requirements for driveways and walkways Section 5.2 and 6.18. | ☐ | ☐ |

Note: (NTS) means "not to scale".

If you do not include an item and it is not checked off, please explain.

Form 701
Checklist of Applicable Submittal Items

Owners Signature

Date

Owners Signature

Date

Date Received by SSROA: ____/____/____

Date Received by ARC: ____/____/____

Date Review Completed by ARC: ____/____/____

Approved

☐

Conditional Approval

☐

Not Approved

☐

ARC Member

Date