

Checklist for Owners & Design Review Committee

This checklist is to outline and track the Wilson Ranch building process which is more detailed in the Design Guidelines. Each project will have its own individual differences, making it difficult to cover all circumstances in one check list procedure. It is our goal that this checklist will help with good communications between all parties involved, and that the end result will be a completed project that successfully meets the homeowner's expectations and the objectives of the Wilson Ranch Community.

Customers:	Subject Property:	
Address:		
Cell Phone:	Home Phone:	Email:
Fax:		
Builder:	Address:	Phone:
Email:		
Architect:	Address:	Phone:
Email:		

Check Box/ date	Tasks	Owner or DRC
	Step # 1 Pre-application and design workshop	
	<p>Schedule a pre-application/design workshop meeting, preferably on site, prior to beginning the formal design process. Attendees:</p> <ul style="list-style-type: none"> • Owner • Builder • Architect • Project Representative 	DRC
	<p>Workshop purpose</p> <p>Cover basic intent of the design guidelines found on website; bring new owners on board as to the goals of Wilson Ranch community; create an awareness as to the environmental setting of Wilson Ranch.</p> <ul style="list-style-type: none"> • Provide utility location, hook up requirements, and water meter and sewer specifications. • Submit DRC "Application for Review" form with signature • Prepare invoicing for Design Review Fee. (\$1000) If cost due to complication exceed this amount, you may be billed for additional design review fees. 	DRC

Step #2 Preliminary Plan (Schematic) Submittal		
<p>Submittal #1. Submit 3 copies of the Preliminary Floor & Site Plans as outlined below: 3 Copies to DRC—Project Representative for distribution to DRC</p> <p>Submit \$1000 design review fee. Additional design review time and fees may be required if there are significant deviations from the Design Review Guidelines.</p>	<p style="text-align: center;">Owner</p> <p style="text-align: center;">DRC to distribute copies.</p> <p style="text-align: center;">POA billing Owner fee account established</p>	

Check Box/ date	Tasks	Owner or DRC
	<p>Plot Plan:</p> <ul style="list-style-type: none"> • Minimum Scale 1 inch = 20 feet • Show property lines accurately, including length, angles and amount of curve. • Show all buildings, structures, fences, walks, setbacks, overhangs, sidewalks, slopes and street right-of-way contiguous to Property. • Show required building envelope setbacks and fit to building envelop or property line. The plot plan should clearly indicate the location of the proposed construction within the building envelope. Buildings shall not overhang property lines. • Summarize the square footage of the first floor, second floor, garage, covered decks/porches and basement. • Include anticipated exterior building materials such as color, texture, window type. • Snow Management Plan, i.e. snow drop/storage and roof deposition. Plans should show roof lines, winter walkways, and entrances and exits. • Display all utility routing including locations of propane tanks, septic tanks, heat pumps, water and electrical meters. 	<p style="text-align: center;">Owner DRC to Verify</p>
	<p>Preliminary Grading and Landscape Concept:</p> <ul style="list-style-type: none"> • Minimum Scale 1 inch = 20 feet • Show existing trees, shrubs, and planting bed area amounts, types and size. • Show proposed planting concepts: The plan should include a general overview of any sod or surface treatment, walls, trellises, arbors, gazebos, drainage, outdoor lighting, grading, house numbering, driveways, and driveway surfacing. • Show existing contours. 	<p style="text-align: center;">Owner DRC to verify</p>

	Floor Plan: <ul style="list-style-type: none"> • Minimum Scale 1/8 inch = 1 foot • Indicate all walls, columns, overhangs, openings, vents, meters and any conditions or features that will affect the exterior design of the building. • Scale accurately all items, details and parts of plans, including balconies, overhangs, decks, atriums, garages, accessory buildings, square footage of total living area of residence & garage, recreations areas and patio covers. • Include notes on all exterior items that cannot be clearly noted on the elevations. 	Owner DRC to verify
	Elevations <ul style="list-style-type: none"> • Minimum Scale 1/8 inch = 1 foot • Provide exterior elevations to scale of all proposed buildings. All horizontal elevation points must be shown on the elevations (i.e. ridge lines, balconies, terraces, etc). • Computer or artistic renderings, scaled to the setting. 	Owner DRC to verify
	Review Application for completeness.	DRC

Check Box/ date	Tasks	Owner or DRC
	Review of Submittal #1. Property owner will receive notice that plans have been received: <ul style="list-style-type: none"> • Acknowledge receipt of application and deposit • The 21 day deadline for review notification 21 day deadline: _____ • Schedule the review meeting date, time and place. A phone meeting is adequate. 	DRC
	Builder/contractor notified of website for: <ul style="list-style-type: none"> • Design Guidelines • CC&Rs • Plat Map • Outline of construction restrictions for building 	Owner DRC to verify
	Submittal #1 approved. Authorization to proceed to step #3 given.	DRC

	Step # 3 Working (Construction) Drawings	
	<p>Submittal # 2 3 copies</p> <ul style="list-style-type: none"> • Minimum Scale 1/4 inch = 1 foot • Drawings should reflect any revisions required by the DRC. <p>Drawings should be fully dimensioned and include the following drawings:</p> <ul style="list-style-type: none"> • Floor & Site Plans • Foundation Plans • Sections • Elevations • Details • Written specifications for all work (as required) • Indicate all materials • Indicate any unusual conditions or construction requirements. 	Owner DRC to verify
	<p>Exterior Colors and Materials 1 set</p> <ul style="list-style-type: none"> • All colors, materials and each portion of the building must be clearly indicated on a sample board or elevation sheet. Including manufacturer's name and list number / name. • Colors painted on the proposed finish surface material. • Samples of roofing, brick, stucco, and siding. <p><i>Refer to Design Review Guidelines for direction regarding color and building materials. The importance of using materials and colors that fit with the general theme of Wilson Ranch is an important emphasis in planning a new home.</i></p>	Owner DRC to verify
	<p>Construction Plan</p> <ul style="list-style-type: none"> • Review construction activities, storage/staging areas, concrete access, home site clearing, employee parking and landscaping construction (Section V of the Building Design Guidelines) with all parties. • Provide construction screening plans. 	Owner/ builder DRC
	Review all tree clearing and vegetation protection measures prior to any site disturbance.	Owner/builder DRC

Check Box/ date	Tasks	Owner or DRC
	<p>Grading Plan:</p> <ul style="list-style-type: none"> • Minimum Scale 1 inch = 20 feet • Showing existing contours and the proposed drainage concept (may be incorporated with the plot/landscape plans). 	Owner DRC to verify

	<ul style="list-style-type: none">• Finish grade changes (cut and fill requirements) accompanied by grading plan.	
	Spa Tub Plans: <ul style="list-style-type: none">• Minimum Scale 1 inch = 10 feet• Plans for drainage, spa tub equipment and construction conformance.	Owner DRC to verify
	Review Application for completeness.	DRC
	Review of Submittal #2. Property owner will receive notice that plans have been received: <ul style="list-style-type: none">• Acknowledge receipt of Submittal #2• The 14 day deadline for review notification 14 day deadline: _____• Schedule the review meeting date, time and place. A phone meeting is adequate.	DRC
	Review List for Submittal #2. <ul style="list-style-type: none">• Was it consistent with Submittal #1?• Approval given for Submittal #2?• Itemized reasons for any discrepancies if plans are approved.• Review and approval or disapproval of all plans.• Authorize Owner to proceed to submit their plans and specs to get building and grading permits.	DRC Owner
Step # 4 Final Plans		
	Submittal #3 Final drawings: <i>(Necessary only if different from working construction drawings)</i> <ul style="list-style-type: none">• Received a copy of all building and/or grading permits, comments, and required changes from the county?• 14 day deadline for review notification 14 day deadline _____• Schedule the review meeting date, time and place. A phone meeting is adequate.• Approval for utility hook up• Any required changes to the final construction plans	Owner DRC Owner to provide to DRC
	Owner purchased General & Liability Insurance. <ul style="list-style-type: none">• Verified that the Policy includes: \$1,000,000.00 coverage• Cannot be cancelled or non-renewed until 30 days written notice has been given to DRC.• Names Wilson Ranch Association and Methow Valley, LLC as additional insureds as primary and any insurance maintained by such additional insureds shall be non-contributing.	Owner DRC to verify

Check Box/ date	Tasks	Owner or DRC
	<p>Submit \$2000 Deposit with application—required at construction. Both Refundable.</p> <ul style="list-style-type: none"> • \$1000 damage deposit • \$1000 landscaping deposit. 	<p>Owner DRC to confirm receipt of deposits</p>
	<p>Approval to begin construction. Notify Customer. Customer to notify Builder and Architect.</p>	<p>DRC Owner</p>
	<p>Final Landscape Plan: (After structure is complete)</p> <ul style="list-style-type: none"> • Minimum Scale 1 inch = 20 feet • Show types, sizes and location of all plant materials and be consistent with the landscape standards. • The plan should include: walls, trellises, arbors, gazebos, drainage, spa tubs, grading and driveways. • Include any irrigation system, layout, source, flows and timing. 	<p>Owner DRC to verify</p>
	<p>Approval to complete landscape</p>	<p>DRC</p>
	<p>Notice of Completion: After all improvements and Certificate of Occupancy received</p> <ul style="list-style-type: none"> • After a complete growing season, submit as built landscape plans and request landscape deposit return. • Did owner request refund of damage deposit? • Did owner request release of insurance or letters of credit? • 15 days to inspect. Deadline: _____ • All DEBRIS removed? • Notify Owner of approval or disapproval. • \$500 Connection Fee to community sewer • \$500 Connection Fee to community water • Transformer costs reimbursement to Wilson Ranch? • 30-day Non-Compliance notification given or not given? 	<p>Owner DRC</p>