

ARCHITECTURAL REVIEW COMMITTEE

FINAL SUBMITTAL CHECKLIST



In an effort to maintain property values and the natural aesthetic of the Community, please refer to the Cliff Ridge Design Code at www.cliffridge.org (under ARC Documents). The Design Code will guide new property owners in designing improvements that will be in harmony with the surrounding mountainous landscape.



Architectural Review Committee Final Submittal Checklist

Lot Number:

Owner Name:

Site Plan

Check Off

Drawn at 1" = 20' scale	<input type="checkbox"/>
Building setback lines	<input type="checkbox"/>
Building location/position on the lot	<input type="checkbox"/>
Dimensions/distance from ALL corners of buildings to property lines	<input type="checkbox"/>
Existing and proposed grading topographic contour lines at 1' intervals	<input type="checkbox"/>
All easements	<input type="checkbox"/>
FINAL drainage (use graphic arrows to indicate direction of drainage)	<input type="checkbox"/>
FINAL location of septic tank and location/layout of septic drain field	<input type="checkbox"/>
Finished floor elevations	<input type="checkbox"/>
Location of hot tub, if applicable	<input type="checkbox"/>
Location of outdoor kitchen, if applicable	<input type="checkbox"/>
Utility service locations to include	
• HVAC	<input type="checkbox"/>
• underground tanks, if applicable	<input type="checkbox"/>
• propane tanks	<input type="checkbox"/>
• generators	<input type="checkbox"/>
Walls, walkways, driveways, decks and patio with material designations and dimensions	<input type="checkbox"/>
Existing trees 6" caliper to remain	<input type="checkbox"/>
Existing trees 6" caliper to be removed	<input type="checkbox"/>
Lay down area for construction materials	<input type="checkbox"/>
Maintain gravel driveway (3-5" drainage gravel topped with crush and run) for ingress and egress of contractor vehicles to prevent tracking dirt into roads	<input type="checkbox"/>
Location of construction dumpster	<input type="checkbox"/>
Location of portable toilet	<input type="checkbox"/>
Location of silt fencing	<input type="checkbox"/>
North arrow	<input type="checkbox"/>
Road names	<input type="checkbox"/>

Lot Number:

Owner Name:

Check Off

Floor Plan

Drawn at ¼" = 1'-0" scale

☐

Rooms designated by name & dimensions

☐

Square footage of covered areas including porches/sunrooms

☐

Square footage of garage

☐

Square footage of upper and lower (if applicable) heated living areas

☐

Elevations

Drawn at ¼" = 1'-0" scale

☐

All exterior elevations (front, rear, right and left side)

☐

Label all exterior materials and finishes including, for example, light fixtures

☐

(Note: no linear vinyl siding materials allowed)

☐

Special architectural elements (solar panels, skylights, etc.)

☐

Gutters and downspouts

☐

Chimney height (to top of chimney cap)

☐

Chimney and chimney cap materials specified

☐

Color Samples of Exterior Materials

Exterior walls (No linear vinyl allowed)

☐

Roof (include manufacturer name, color and years of warranty)

☐

Doors

☐

Garage doors

☐

Guardrails and handrails

☐

Window frames

☐

Gutters and downspouts

☐

Soffits (need to be same color family of exterior walls)

☐

Fascias (need to be same color family of exterior walls)

☐

Stone

☐

Brick

☐

Painted CMU

☐

Stucco	<input type="checkbox"/>
Shutters	<input type="checkbox"/>

Lot Number:	Owner Name:
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Check Off

Roof Plan

Drawn at 1/8" = 1'-0" scale minimum	<input type="checkbox"/>
Roof	<input type="checkbox"/>
• Pitch	<input type="checkbox"/>
• Overhang (eaves)	<input type="checkbox"/>
Outline of exterior walls below	<input type="checkbox"/>

Landscape Plan

A rich mosaic of plant species spills over from the unique environment of the Mountain Bridge Wilderness into Cliff Ridge. The landscape plan should be in harmony with the natural landscape of the surrounding area. Refer to the Native Plan List found on www.CliffRidge.org under architectural review documents.

Final landscape plan drawn at 1' = 20'-0" minimum	<input type="checkbox"/>
Landscape structures	<input type="checkbox"/>
• Fountains	<input type="checkbox"/>
• Statue	<input type="checkbox"/>
• Fire pit/outdoor fire place	<input type="checkbox"/>
• None	<input type="checkbox"/>
Hardscape plan	<input type="checkbox"/>
Planting identified by name (botanical and common) size and quantity	<input type="checkbox"/>
No landscaping or hardscape installed between water meter and tap	<input type="checkbox"/>

Additional Information to be Shown on All Drawings

Information block on all drawings

- Lot number
- Street address
- Owner name
- Name and contact information of design professionals

Other exterior architectural related structures

Note: Exterior structures require submittals as those required for main buildings (i.e.; gazebos and utility buildings/workshops)

Lot Number:	Owner Name:
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If a final submittal review leads to required substantive modifications, the ARC, at its discretion may impose a \$500 resubmittal fee.

If the Owner, or their design team, wish to change **anything** on the exterior of the home, the placement of structure on the site, and/or landscaping versus the approved plans, all proposed revisions must be submitted in **writing** to the ARC for further review and approval. The requested changes must be submitted on the **Request for Modification Form** (attached) for review by the ARC. NO approvals will be given in verbal form.

No revisions can be implemented prior to written ARC approval. There are fines and sanctions for unapproved modifications. See CliffRidge.org, for other documents, fines and sanctions.

Property Owner Signature _____

Check Off

Executed Builders Agreement to include the builder's S.C. builder's license	<input type="checkbox"/>
Executed Site Preparation Plant Protection & Preservation Agreement	<input type="checkbox"/>
Property owner's Certificate of insurance	<input type="checkbox"/>
Payment of \$3,500 non-refundable review/construction impact fee	<input type="checkbox"/>
Payment of \$10,000 performance deposit	<input type="checkbox"/>
Payment of \$2,000 water tap fee	<input type="checkbox"/>
Current on all CRC assessments	<input type="checkbox"/>

Submitted By:	Date:

Verified By:	Date:

CLIFF RIDGE COLONY HOMEOWNERS' ASSOCIATION
 REQUEST FOR MODIFICATION TO PREVIOUSLY APPROVED PLANS
 HOME PLANS, SITE PLANS, AND/OR LANDSCAPING PLANS

Property Owner Name	
Cliff Ridge Lot Number	
Cliff Ridge Address (if known)	
Date of Modification Request	

Provide a **complete description** of the requested modification; give complete detail of the requested change along with revised plans, elevations, etc. There should be sufficient detail provided in order for the ARC to adequately evaluate the effect of the change if approved.

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Drawings, plans, samples included. (Please indicate)	Yes	No
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Submitted by	Signature	Date

Approved by	Signature	Date