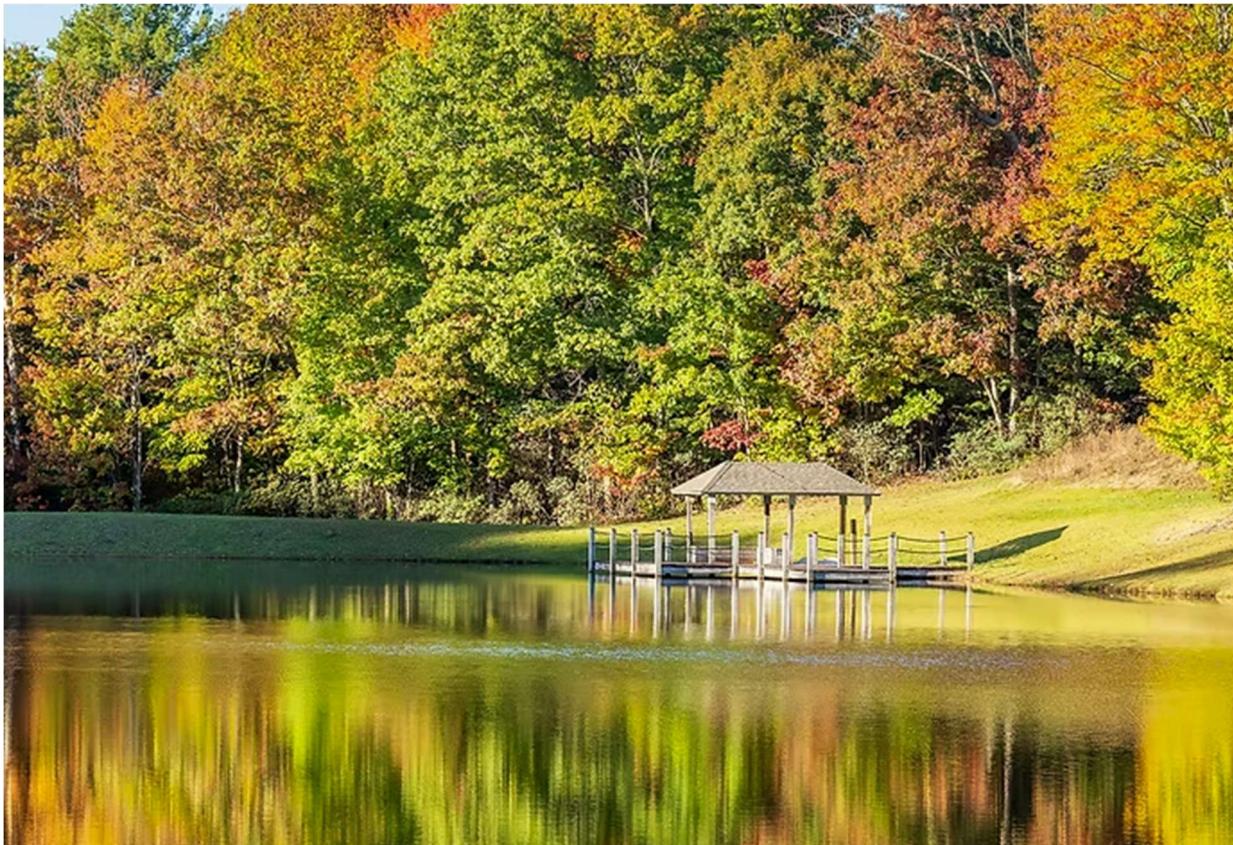


**ARCHITECTURAL REVIEW COMMITTEE**  
**FINAL SUBMITTAL CHECKLIST**  
**For New Build's and Home Additions**



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](http://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

#### New Builds and Home Additions

**Lot Number:**

**Owner Name:**

Check Off or N/A

#### **Site Plan**

Drawn at 1" = 20' scale

Building setback lines

Building location/position on the lot

Dimensions/distance from ALL corners of buildings to property lines

Existing and proposed grading topographic contour lines at 1' intervals

All easements

FINAL drainage (use graphic arrows to indicate direction of drainage)

FINAL location of septic tank and location/layout of septic drain field

Finished floor elevations

Location of hot tub, if applicable

Location of outdoor kitchen, if applicable

Utility service locations to include

- HVAC
- underground tanks, if applicable
- propane tanks
- generators

Walls, walkways, driveways, decks and patio with material designations and dimensions

Existing trees 6" caliper to remain

Existing trees 6" caliper to be removed

Lay down area for construction materials

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

Location of construction dumpster

Location of portable toilet

Location of silt fencing

North arrow

Road names

**Lot Number:**

**Owner Name:**

Check Off or N/A

**Floor Plan**

Drawn at  $\frac{1}{4}$ " = 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  $\frac{1}{4}$ " = 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

Shutters

<b>Lot Number:</b>	<b>Owner Name:</b>
--------------------	--------------------

**Roof Plan**

Check Off or N/A

Drawn at 1/8" = 1'-0" scale minimum

Roof

- Pitch
- Overhang (eaves)

Outline of exterior walls below

**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](http://www.CliffRidge.org) under architectural review documents.

Final landscape plan drawn at 1' =20'-0" minimum

Landscape structures

- Fountains
- Statue
- Fire pit/outdoor fire place
- None

Hardscape plan

Planting identified by name (botanical and common) size and quantity

No landscaping or hardscape installed between water meter and tap

**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:**

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

Executed Site Preparation Plant Protection & Preservation Agreement

Property owner's Certificate of insurance

Payment of \$3,500 non-refundable review/construction impact fee

Payment of \$10,000 performance deposit

Payment of \$2,000 water tap fee

Current on all CRC assessments

**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.

--

Drawings, plans, samples included. (Please indicate)	Yes	No
--	-----	----

Submitted by	Signature	Date

Approved by	Signature	Date