

Skyland Community Association

DESIGN REVIEW PROCESS

1. Pick up the **Design Review Packet** and discuss process with the Community Association Manager.
 - A. Sign Design Review Packet Acknowledgement (Appendix C).
 - B. Sign Design Review Committee and Board of Directors Not Liable (Appendix D).

2. Submit the Preliminary Design Package.
 - A. Building Plans – 1 set (24" x 36"), 5 sets (8½" x 11" or larger) and electronic PDF files. (These become the property of the Skyland Community Assn).
 - B. Site Plans – 1 set (24" x 36") – must be engineered.
 - C. Complete Application for Design Review (Appendix E) with design review information.
 - D. Complete Preliminary Review Checklist (Appendix F).

3. Manager will review the preliminary plans and checklist.
 - A. Manager will notify designer or architect/owner of any deficiencies.
 - B. Preliminary design review meeting will be scheduled after design review package has been received and approved for review.

4. Preliminary review meeting with the Design Review Committee.
 - A. Verify that Preliminary Review Checklist (Appendix F) is complete.
 - B. Review plans and complete Design Review Guidelines Checklist (Appendix G) with any comments.
 - C. Indicate next step – second preliminary review or final review.

5. Submit second preliminary review plans or final drawing package to Design Review Committee.
 - A. 1 set (24" x 36"), 5 sets (8½" x 11" or larger) and electronic PDF files of final plans.

- B. Completed Design Review Guidelines Checklist (Appendix G) – issues/comments satisfied.
 - C. Complete Landscape Point Schedule (Appendix H) – calculations complete: open space, rock, siding, etc.
6. Meet with Manager.
- A. Complete Project Information and Acknowledgement of Construction Regulations (Appendix M).
 - B. Complete Application for Design Review (Appendix E) with performance guarantee information and pay appropriate deposit.
 - C. Complete Application for Water and Sewer Services (Appendix J) and pay applicable tap fees.
 - D. Receive completed Water and Sewer Tap Permits (Appendix K).
 - E. Complete Design Review Approval (Appendix O).
7. Obtain a Gunnison County Building Department Permit.
8. On site pre-construction meeting with Manager.
- A. Meeting to take place three (3) business days prior to commencement of construction.
 - B. Complete set of County approved construction documents delivered prior to or during the Pre-Construction Meeting.
 - C. Complete Pre-Construction Meeting Checklist (Appendix N).
9. Landscaping
- A. All landscaping shown on the final submitted plans must be completed within one year after the Certificate of Occupancy is received.
 - B. Prior to significantly altering the final approved landscaping plan, the Owner must submit a revised landscaping plan to the Manager.
10. On site post-construction meeting with Manager.
- A. Verify all performance guarantee items completed.
 - B. Refund performance guarantee deposit within ten (10) business days.
11. Verify Certificate of Occupancy received.