

Date Received: _____
DRB Signature: _____

DESIGN REVIEW BOARD
FAIRWAY OAKS HOME OWNERS ASSOCIATION

Submittal Requirements Checklist

Attention: Nanci Stacey, DRB Coordinator
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For questions or information please contact by phone or email.

Pre-Design Meeting

Site Meeting #1

Owner and Architect need to be present. General Contractor or Builder is suggested to attend if they have been retained at this time.

- ☐ Site Plan with proposed layout of home and driveway
- ☐ Conceptual drawing of home showing desired design and type of architecture
- ☐ Review of Design Guidelines

Preliminary Design Submittal

Application, Review Fee and Security Deposit Need to be Submitted at this time

Preliminary Architecture

Two full size and five 11x17 of the following:

- ☐ Preliminary floor plans indicating proposed finish floor elevations
- ☐ Exterior Elevations indicating existing and proposed grades, plate heights roof pitch and all exterior materials and general color scheme
- ☐ Roof plan showing roof pitch and overhang
- ☐ Meter and HVAC pad locations
- ☐ Square footage of all areas including living space, garages, optional space etc.

Site Plan-(Scale 1"=10'-0")

- ☐ Lot layout with dimensions and square footage
- ☐ Building footprint within Building Pad
- ☐ Proposed finished floor elevations

- ❑ Setback/Building Pad requirements
- ❑ Exterior wall locations
- ❑ Retaining wall locations (over 4' requires engineering)
- ❑ Driveway location and dimensions
- ❑ Walkway and path locations
- ❑ Meter and HVAC pad locations

Survey

- ❑ A **current** survey scaled at 1'=10'-0" by a registered land surveyor or civil engineer showing home-site, boundaries and dimensions, topography (2 foot contours or less), major terrain features, all trees, edges of pavements and curbs and utility locations.

Grading and Drainage Plan-(Scale 1"=10'-0")

NOTE: The preliminary grading and drainage plan must be submitted with the site plan

- ❑ Proposed and existing contours
- ❑ Elevation of all building-pads
- ❑ Elevation, location, and detail of all drainage structures and erosion control measures
- ❑ Existing grades along Parcel perimeter with all appropriate perimeter cross sections
- ❑ Proposed driveway gradients
- ❑ Retaining wall locations with cross sections
- ❑ Request for over grading and compaction

Preliminary Landscape Plan

- ❑ Conceptual Landscape Plan with native plan material to be preserved or removed.
- ❑ Plant list with sizes
- ❑ Indication of special landscape features
- ❑ Section drawings through landscaped drainage ways or easements as required

IMPORTANT NOTE: ANY CHANGES THAT ARE MADE DURING CONSTRUCTION FROM THE SUBMITTED CHECKLIST OF ITEMS MUST BE COMMUNICATED IN WRITING TO FAIRWAY OAKS DESIGN REVIEW BOARD, AND APPROVAL OBTAINED BEFORE CONSTRUCTING THE CHANGE.

FINAL DESIGN SUBMITTAL

Final Architecture

Two full size and five 11x17 of the following:

- ❑ Detailed floor plans
- ❑ Detailed exterior elevations indicating existing and proposed grades, plate heights
roof pitch and all exterior materials and general color scheme
- ❑ Building section indicating existing and proposed grading
- ❑ Architectural exterior details
- ❑ Roof plan showing roof pitch and overhangs
- ❑ Square footage of all areas including living space, garages, option space, etc.

Site Plan-(Scale 1"=10'-0")

- ❑ Lot layout with dimensions and square footage
- ❑ Building footprint within Building Pad
- ❑ Proposed finished floor elevations
- ❑ Setback/Building Pad requirements
- ❑ Exterior wall locations
- ❑ Retaining wall locations (over 4' requires engineering)
- ❑ Driveway location and dimensions
- ❑ Walkway and path locations
- ❑ Meter and HVAC pad locations

Survey

- ❑ Scale at 1"=10'-0" by a registered land surveyor or civil engineer showing home-site, boundaries and dimensions, topography (2 foot contours or less), major terrain features, all trees, edges of pavements and curbs and utility locations.

Grading and Drainage Plan-(Scale 1"=10'-0")

NOTE: The preliminary grading and drainage plan must be submitted with the site plan

- ❑ Proposed and existing contours
- ❑ Elevation of all building-pads
- ❑ Elevation, location, and detail of all drainage structures and erosion control measures
- ❑ Existing grades along Parcel perimeter with all appropriate perimeter cross sections
- ❑ Proposed driveway gradients
- ❑ Retaining wall locations with cross sections
- ❑ Native plant materials to be removed
- ❑ Request for over grading and compaction

Material Specification Sheets

Specification Sheets are required at the 4-way inspection meeting
All information required is found in Sections 3.16 through 3.20 of the Design Guidelines

Material specification sheets shall include:

- ❑ Exterior materials colors
- ❑ Roof material
- ❑ Entry door details
- ❑ Garage doors
- ❑ Paint and stain color chips
- ❑ Masonry
- ❑ House numbers
- ❑ Exterior surface mounted light fixtures

Landscape Plans

- ❑ Scale at 1"=10'-0" indicating type and size of all planting and irrigation system
- ❑ Indication of trees or native landscape to be preserved
- ❑ Special landscape features

PRE-CONSTRUCTION MEETING

Site Meeting #2

- ❑ Review by DRB Officer of Construction Rules & Regulations with Owner and Builder
- ❑ Check property lines and setbacks

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