



Preliminary Design Review Application Checklist and Certification

This certification is required to be completed and signed by the Architect or approved Architectural Designer who has prepared this submission. Signature acknowledges that a submission that is incomplete will not enter the review process. For purposes of the Suncadia Design Review Process, the Architect or approved Architectural Designer is solely responsible for the submission of a complete application package including completeness of work done by other members of the design team.

Owner: _____ Phase# _____ Lot # _____ Div # _____

Checklist Completed By: _____ Date _____

The following documents and information are hereby submitted on behalf of the property owner.

- ☐ 1. **PLANS**
 - ☐ 4 Full Size Sets (2' x 3')
 - ☐ 1 Reduced (11" x 17")
 - ☐ Title block should include home site number and address
 - ☐ Please make sure ALL sets include a stapled survey and landscape plan
 - ☐ Please provide an electronic copy sent to:
Kelsey Greene at kgreene@suncadia.com & Graysen Cook gcook@suncadia.com

- ☐ 2. **GRADING, DRAINAGE AND EROSION CONTROL PLANS**
 - ☐ 1" = 2'-0" minimum scale showing existing and proposed grades, final cut and fill calculations.
 - ☐ All drainage structures and/or drainage design solutions
 - ☐ Cut and fill calculations
 - ☐ Plans indicate size and location of stockpiles and length of time they will remain on site.
 - ☐ Indicate extent and location of sediment fencing and measures taken to control erosion during grading and construction.
 - ☐ Grading and Drainage Plan stamped by a qualified licensed engineer or landscape architect.

- ☐ 3. **PRELIMINARY DESIGN REVIEW APPLICATION CHECKLIST**
 - ☐ Request for Preliminary Design Review Form

- ☐ 4. **WRITTEN DESCRIPTION OF PROJECT**
 - ☐ Unique characteristics of the project
 - ☐ Response to these characteristics
 - ☐ Departures that are proposed

- ☐ 5. **PROPERTY SURVEY**
 - ☐ Licensed surveyor stamped (must be performed by a licensed surveyor)
 - ☐ 1" = 20' minimum scale
 - ☐ Boundaries shown
 - ☐ Setbacks shown
 - ☐ Area of property provided
 - ☐ Area of improvement envelope provided
 - ☐ Recorded easements shown
 - ☐ Trees > 4" caliper shown
 - ☐ Shrubs > 5' shown
 - ☐ Significant drainage shown

- ☐ 6. **SITE PLAN**
 - ☐ Existing topo shown @ 1' interval
 - ☐ Proposed topo shown @ 1' interval
 - ☐ Drainage shown
 - ☐ Building footprint w/FFE
 - ☐ Driveway and parking
 - ☐ Improvement Envelope
 - ☐ Eaves
 - ☐ Fences, walls, patios, decks, pools, etc.
 - ☐ Existing vegetation patterns
 - ☐ Proposed disturbance areas
 - ☐ Trees and shrubs to be removed/preserved, including species
 - ☐ Defensible space (15 feet)

- ☐ 7. **FLOOR PLANS**
 - ☐ 1/8" = 1'-0" minimum
 - ☐ Proposed uses
 - ☐ Proposed wall, door and window locations
 - ☐ Overall dimensions
 - ☐ FFE
 - ☐ Total SF for each floor

- ☐ 8. **ROOF PLANS**
 - ☐ Slopes
 - ☐ Materials
 - ☐ All penetrations

- ☐ 9. **SCHEMATIC ELEVATIONS**
 - ☐ 1/8" = 1'-0" minimum
 - ☐ Building height
 - ☐ Roof pitches
 - ☐ Existing grade
 - ☐ Finished grade
 - ☐ Notation of exterior materials

- ☐ 10. **CONCEPTUAL LANDSCAPE PLAN**
 - ☐ Improvement envelope
 - ☐ 1" = 20' minimum
 - ☐ Irrigated areas, both temporary and permanent
 - ☐ Planting areas
 - ☐ Preliminary plant list (must be from the approved list)
 - ☐ Extent of lawn, if any
 - ☐ Areas to be revegetated
 - ☐ Defensible space (15 ft.)
 - ☐ Water features, patios, decks, etc.
 - ☐ Schematic utility layout
 - ☐ Service areas
 - ☐ Other significant elements

- ☐ 11. **STUDY MODEL OR 3D COMPUTER MODEL**
 - ☐ 1/8" = 1'-0" minimum
 - ☐ Site topography
 - ☐ Trees, heights
 - ☐ Prevailing site conditions
 - ☐ 3D model sent to kgreene@suncadia.com

- ☐ 12. **STAKING PLAN**
 - ☐ 1" = 20' minimum
 - ☐ Building corners
 - ☐ Site improvements
 - ☐ Field staking of building
 - ☐ Field staking of trees per 5.8.3

- ☐ 13. DESIGN REVIEW FEE
\$5,000.00

I certify that the above submittals are complete and provided in accordance with the Suncadia Design Review Guidelines dated _____. Note: Projects vest to the Guidelines in use at the time of acceptance of a complete Preliminary Design Review submission.

Incomplete submissions will not be processed. Please ensure all required items are included.

Signature _____
Architect

Date _____

Signature _____
Accepted as a complete submission

Date _____