



Final 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: _____ Lot # _____ Division # _____

Checklist Completed By: _____ Date _____

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

- ☐ 1. FINAL DESIGN REVIEW APPLICATION FORM
- ☐ 2. PLANS
 - ☐ 3 Full size sets
 - ☐ 1 Reduced 11x17
 - ☐ Title block should include homesite number and address
 - ☐ Please make sure ALL sets include a stapled survey and landscape plan
 - ☐ Please send an electronic copy to kgreene@suncadia.com and gcook@suncadia.com
- ☐ 3. FINAL DESIGN REVIEW CHECKLIST SIGNED BY ARCHITECT
- ☐ 4. STAKING PLAN AND TREE TAPING
 - ☐ 1" = 20' -0" minimum scale illustrating layout of building corners and site improvements
- ☐ 5. SITE PLAN
 - ☐ 1" = 20'-0" minimum scale showing existing topography
 - ☐ Final grading and drainage (1' contour interval)
 - ☐ Building footprint (including accessory structures)
 - ☐ Finished floor grades
 - ☐ Building setbacks
 - ☐ Easements
 - ☐ Improvement Envelope
 - ☐ Defensible space
 - ☐ Driveway
 - ☐ Address marker
 - ☐ Parking area

- ☐ Utilities, mechanical equipment or generators
 - ☐ Patios, decks, pools and any other site amenities
 - ☐ Existing vegetation patterns (including extent of tree canopies)
 - ☐ Proposed clearance areas and trees to be removed/preserved
- ☐ **6. 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.
- ☐ **7. FOUNDATION, FLOOR AND ROOF PLANS**
- ☐ 1/8" = 1'-0" minimum scale for all buildings, including all proposed uses.
 - ☐ Room dimensions
 - ☐ Total s.f. for conditioned and unconditioned spaces
 - ☐ Line of any basement exemption
 - ☐ Door and window locations and sizes
 - ☐ Location and type of any exterior lighting fixtures
 - ☐ Roof plans are to be dimensioned and indicate ridge elevations, roof pitches and locations of drainage systems, chimneys, vents, flutes, satellites, antennas and solar panels
 - ☐ Improvement Envelope shown on plans
 - ☐ Area calculations and floor area apportionment included
- ☐ **8. ELEVATIONS**
- ☐ 1/8" = 1'-0" minimum scale illustrating exterior appearance of all views labeled in accordance with site plan.
 - ☐ Indicate the height of chimney(s) as compared with the ridge of the roof, the highest ridge of the roof, finishing floor elevations and existing and finished grades for each elevation
 - ☐ Describe all exterior materials, colors and finishes(walls, roofs, trim, chimneys, windows, doors, light fixtures)

☐ **9. LANDSCAPE PLAN**

- ☐ **1" = 20'** minimum scale, including Improvement Envelope, irrigation plans (temporary and permanent) with locations of controls and type of heads.
- ☐ **Proposed plant materials including sizes and locations**
- ☐ **Trees to be removed**
- ☐ **Tree protection plan**
- ☐ **Defensible space (15 ft.)**
- ☐ **Areas of planting**
- ☐ **Water features, patios, decks, terraces, courtyards, utility layout, service areas, any other significant design elements.**
- ☐ **Finished floor elevation**
- ☐ **Exterior landscape finished elevations**
- ☐ **Top of wall elevations**

☐ **10. LIGHTING PLAN**

- ☐ **1/8" = 1'0"** minimum scale
- ☐ **Locations of all exterior architectural and landscape light fixtures**
- ☐ **Cut sheets for all proposed fixtures and bulb types including wattage and lumen specifications for each fixture type and the total lumen output calculation for the homesite.**

☐ **11. FINISH DETAILS**

- ☐ **Door and window trim**
- ☐ **Exposed columns and beams including details of any exposed brackets or connectors**
- ☐ **Exterior rails**
- ☐ **Brackets, decorative beams, etc.**
- ☐ **Material transitions; wood siding to stone base, columns to stone sections of plinths**
- ☐ **Stone base and plinth details**

☐ **12. COLOR BOARD**

See attached sample page

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 Final Design Review submission.

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

Signature _____ Date _____
Architect

Signature _____ Date _____
Accepted as complete submission