



DESIGN REVIEW PROCEDURE

All exterior improvements to property (whether new construction or revision to existing) or tree clearing/removal requests must be formally submitted to the Architectural Standards Committee for review. Commencement of work **MAY NOT BEGIN** until all plans have been approved, in writing, by the Architectural Standards Committee.

Design Review Applications must be delivered or mailed to Susan Brownlee at the Southern Community Services office. The ASC meets monthly, on the 2nd Monday of each month. Applications are due by 12:00 noon, the Wednesday prior to the scheduled meeting. You can expect to receive an approval/disapproval and any feedback by mail, within 5 days of the ASC meeting.

Design Review Applications must be completed in full, to include identification of all areas of the home, all required drawings, to include site plan and materials and color samples being used. Photos of brick samples can be used or photos of shutters, paint colors, etc. All applicable ASC fees must be paid in full at the time of submittal. Owner must sign the application prior to submission. Please provide as much detail as possible with the application. Any submission sent incomplete will be returned prior to review.

A detailed grading plan must be provided for any work, which proposes to change the existing slope of land and /or surface drainage pattern. The Architectural Standards Committee may require a grading plan, which bears the seal of a registered civil engineer.

A landscape plan should be submitted for review no later than the completion of framing. It is encouraged that all landscaping be completed within 30 days from completion of the home. However, landscaping must be completed prior to occupancy of the home by the new residents. The landscape plan must be drawn to scale and identification of the following is required: boundary lines, physical improvements, the type, size and location of all existing trees with 6" or greater diameter trunks, measured 48" above grade; the size, type and spacing of all new plant material; and any existing plant material incorporated in the design. Physical improvements include; buildings, walk, drives, decks, HVAC equipment, recreation areas, playground areas, walls and fencing. Any submission sent incomplete will be returned prior to review.



ASC Review Fee checks shall be made payable to Crickentree. All ASC fees must be paid at the time of submission. Approvals will not be granted until all fees have been paid. The ASC Review Fees are as follows:

- \$7,500.00** **New Home Construction Deposit.** Deposit will be refunded after the final inspection has been completed, as long as the house has been built per the plans approved by the ASC, complies with the design guidelines, and there are no outstanding violations.
- \$625.00** **New Home Construction.** Includes fee for house plan, site plan, landscaping plan and three inspections (Staking/Clearing, Foundation, Framing, Interim, and Final) during construction to insure compliance.
- \$705.00** **Mailbox Fee.** Includes post, mailbox, paper box, logo, house number, and installation.
- \$250.00** **Additions or Improvements.** Any addition, pool or exterior improvement (including landscaping changes). Includes one inspection of property to insure compliance.
- \$150.00** Additional site inspection by architect, due to a violation or non-compliance of approved plans.
- \$50.00** Review for color/material change (roofing, exterior paint, etc.).

The Owner will be required to pay any additional costs, beyond normal revision fees, if Design Review Procedures and Guidelines are not followed and additional work is required by the Architectural Standards Committee for review or enforcement of compliance with the Covenants and /or Design Guidelines. There may also be additional charges if you request the architect to meet you at the property for his opinion and/or ask him for additional consideration be given on a home plan, site plan or landscaping plan.

Once the application is approved by the Architectural Standards Committee, the builder shall stake the lot per plans and identify any additional trees outside the house sketch plans that are to be removed. No trees beyond 10 feet of building line shall be removed without approved landscape plan.

(Revised 12.2.2018)



Builders shall be responsible for compliance with Crickentree Design Guidelines, Section IV, and General Rules for all Contractors and Service Personnel. Included, but not limited to, are approved erosion control, silt fencing on any lot above street level, gravel at lot entry drive, and maintenance of a clean and neat job site. It is required that a dumpster be ordered and delivered to the site within 2 weeks after construction has begun. If they should ignore this request, then they shall receive notification that within 10 days a dumpster shall be ordered and placed at the job site and the builder/owner shall have this expense added to their association bills.

Builders shall also be required to keep their construction areas clean. If a home site is found to be untidy, then the builder/homeowner shall be notified via phone and mail to clean the site. If the site is not cleaned within 24 hours, then a crew will be hired to clean the area and the homeowner/builder shall be billed the cost of cleaning the site. A portable bathroom shall also be required to be placed on the construction site. If one is not delivered within 2 weeks of construction start, then one will be ordered and again the homeowner/builder shall be billed the amount due for this transaction.

Please refer to the Crickentree Builder Violation Policy for information pertaining to the applicable fines associated with construction violations.