

2017 Approved Architectural Policies and Procedures

DVLA Architectural Plan Acceptance and Approval Procedure

Plans, Documents, and Building Samples are submitted by the property owner, project builder, or others along with the required checks for Plan Review, Performance Bond, and for some subdivisions a Tree Deposit to the DBLA ARC for approval. The ARC has up to 30 days to review and approve or deny the plans. The ARC reviews “Projects” to insure the CC & R’s and Architectural Guidelines are adhered too, to maintain the “look and feel” of the community, for colors and materials that maintain consistency, fencing materials, etc. The clock begins for the ARC when all required documents and monies for the various required fees have been presented and paid. This is the basic process with the exception of some specific Subdivisions (such as Pinion Hills Subdivisions 3-8) as noted in the CC & R’s for each Subdivision.

Required Documents:

- Three complete (full size) sets of Engineered plans.

- Owners Project Summary Document

- Owners Statement of Compliance Document

- Completion Deposit Document

- Owner’s Request for Plan Change/Addition

- Samples of Stucco, Brick, Stone, Roofing materials, etc.

- Individual Checks for Plan Review, Performance Bond, and if applicable Tree Deposit

Plan Review – Three complete (full size) sets of Engineered plans which include but are not limited to:

- Plot Plan – detailing the location of the building within the lot, dimensioning the “setbacks” from the street side property line as well as side yard “setbacks” and rear property line “setbacks” to meet the specific requirements of the Subdivision per the CC & R’s. Plot Plan to show building outline, drive approach, and any particular feature as an overall picture of the project with pertinent dimensions (house, detached garage, out buildings such as barn, shed, tree’s, rock formations, etc.)

- Topo Sheet – detailing the elevation contour lines thru the property (tied to the “elevation control” or “home stake” if applicable) showing “cut” and “fill” and any ground elevation changes required to the property for build.

Building Elevation Details – All pertinent elevations of the proposed building, Front, Side, and Rear views of the building. Details depict renderings of architectural features such as stone work, windows doors, courtyards, fencing, or anything that will offer a “picture” of the completed building. Elevation dimensions to ensure height limitations described in the Subdivision CC & R’s are not exceeded for roofs, parapets, etc.

Floor Plan – Depicts the location of rooms within the building with pertinent dimensions for the house. The total square foot total for the living space, square foot total for the garage/utility space, the total overall square footage for all space including covered porches.

Foundation Plan – Detailing footings and foundations with applicable dimensions. Concrete spec’s., rebar.

Framing Plan – Detailing exterior wall spec.’s, interior wall spec.’s, load beam and shear data, etc. with applicable dimensions.

Beam Plan – Detailing beam locations, room ceiling heights with applicable dimensions.

Roof Framing – Detailing roof framing with drainage slops etc., with applicable dimensions.

Roof Plan –

Reflected Ceiling Plan –

Door and Window Plan – Detailing location of windows, doors with window and door spec.’s and applicable dimensions.

Electrical Plan – Detailing lights, fans, electrical outlets, TV, Cable, phone, smoke detectors with component spec.’s and applicable dimensions

Mechanical Plan – Detailing seismic requirements, plumbing, furnace, gas appliance connection points with applicable dimensions.

Structural Detail Sheet – Detailing engineering data for shear wall designs, truss design, footing designs, wall sections, etc. with General Notes for Concrete, Framing, Shear Wall, Structural Steel components, etc.

Any additional Detail sheets required for the specific project build.

Project Documents:

Owners Project Summary filled out with Owners Name, Subdivision, Lot #, Owners Address, Phone numbers, etc. All items pertaining to the project filled in. See attached document.

Owners Statement of Compliance signed and dated. See attached document.

Completion Deposit filled out, signed and dated. See attached document.

Owner’s Request for Plan Change/Addition. See attached document.

The Owner submits all above documents, samples, and checks to the DVLA ARC for review and approval.

The DVLA ARC will accept only complete "Project Packages" (all applicable documents, samples and checks listed above). The Chair of the ARC will put together a Design Review Meeting with 3 members of the ARC and the Project will be reviewed. The DVLA ARC has 30 days to review, approve or deny the Project. Notice will be made to the Owner, Agent, or builder and approved signed documents will be returned to the Owner. The DVLA keeps a copy for our records, the two other sets of drawings and signed documents are given to the Owner for County submittal and Owner copy for records.

Project changes, additions, modifications, color changes.

Any project changes, additions, modifications, color changes, etc. require the submittal of the Owner's Request for Change/Addition form. Any decision to change an approved plan must be reviewed by the ARC for compliance prior to the physical change being made to the building.

Exceptions:

Pinion Hills Subdivisions 3 – 8

Pinion Hills Subdivisions 3 – 8 Plan Review requires additional process.

Per the CC & R's of Pinion Hills Subdivisions 3 – 8, Dammeron Corp. reviews ALL New Home Plans and signs off Dammeron Corp.'s approval prior to submittal of "Project" to the DVLA. The DVLA ARC will not accept any "Project" without prior approval by Dammeron Corp. for Pinion Hills Subdivisions 3 – 8. Once Dammeron Corp. has completed their review and approval process, the DVLA ARC will accept the "Project" and review per process listed above.