

Residential Construction Checklist

Date: _____

Architect: _____

Name: _____

Engineer: _____

Address: _____

Contractor: _____

Lot #: _____

Project Budget: _____

Type of Construction: Circle One... New, Reno, Addition, Deck, Fence, Paint, Roof, Hardscape, Driveway, Other

Must be completed **on property** 10 days before the scheduled RC/ARB Committee Meeting:

- Flagged stakes indicating outside corners of proposed structure
- Permanent registered iron pins on all property corners

Materials required to present at the RC/ARB Committee Meeting (**must be submitted to Q, Inc. 10 days in advance of the scheduled meeting**):

- Survey of Lot(s)
 - Boundary Survey
 - Topography of Property
 - Location of trees greater than 8"
 - Locations of and distances to adjacent residences
 - Elevations related to neighboring properties
 - Existing easements & utilities

- Setbacks

_____ Front

_____ Right Side

_____ Left Side

_____ Back

_____ % Lot Coverage

- Architectural Drawings
 - 1 Full set of 11x17
 - 2 Full sets Plans
 - Floor Plan, including foundation, roof line and square footage
 - All proposed exterior elevations from finished grade

(OVER)

- Contextual Design
 - Trim Color
 - Paint Color
 - Outside Wall Material
 - Garage Door Style
 - Other Notable Features: _____
 - Architectural Style: _____
- Windows/glass/glazing
- Retaining walls/materials
- Roof Composition
- Roof Color
- Ditch, Culvert, Should Parking: _____
- Building Height: _____
- Roof Pitch: _____
- Photos of existing structures & adjacent structures (front and back)
- Variances with BZA (if applicable)
 - Approved
 - Not Approved
- Drainage plan with BZA

-----OFFICE USE ONLY-----

Project Received ARB Approval: Yes _____ Yes, Pending: _____ No _____

Demo Permit Required from Q, Inc. \$ _____

Follow On Meeting with Q, Inc. ARB required, Topics: _____

Follow On Meeting with Q, Inc. Staff required, Topics: _____

Impact Fee Required \$ _____