

APPLICATION CHECKLIST: Miscellaneous Improvement Application

STONEHILL VILLAGE DESIGN REVIEW BOARD

The following checklist can assist in the preparation of your application to install an Improvement that is not encompassed by the other checklists provided (such as play equipment, hot tub, exterior lighting, driveway extensions, etc.). This checklist doesn't replace or supersede the Governing Documents for Stonehill Village.

- Review the standards in the Community Design Review Standards, the Rules & Regulations for the Community DRS, and the Neighborhood Design Review Standards for *your* Neighborhood
 - **Part 2.04** of the Rules & Regulations for the Community DRS details the required application contents (see also **Article Four** of the Community DRS)
 - **Part 3.04** of the Rules & Regulations for the Community DRS details the general standards for most miscellaneous Improvements in all of Stonehill Village (see also **Article Five** of the Community DRS)
 - Note that most of these Improvements must be screened with appropriate landscaping (see **Part 3.02** of the Rules & Regulations for the Community DRS for the general standards for Landscape Features in all of Stonehill Village) and may also need to include a fence (see **Part 3.04(A)** of the Rules & Regulations for the Community DRS for the general standards for Landscape Features in all of Stonehill Village)
 - **Article Six** of the Community DRS details the construction requirements
- Complete the Post-Construction Improvement Application (*attached to the Rules & Regulations for the Community DRS as Schedule 2*)
 - The Owner must sign the Application (not the contractor)
- Obtain any permits that may be required for your project (from the Township, County, etc.). Copies of the permits must be provided to the DRB *before* you begin any work on your project, but you can wait to obtain the permits after the DRB has issued conditional approval of your application
 - Don't forget to have all underground utilities marked before you dig
- Prepare a Site Plan (*see **Part 2.04(E)(1)** of the Rules & Regulations for the Community DRS for specifications*)
 - Hand-drawn Site Plans are not permitted; must be professionally generated
- Prepare a Landscape Plan (*see **Part 2.04(D)(1)** of the Rules & Regulations for the Community DRS for specifications*)
 - Hand-drawn Landscape Plans are acceptable
- Prepare Cut Sheets for each type of plant you wish to install as part of your project (*blank form attached to Post-Construction Improvement Application*)
 - If you need help finding the information for the Cut Sheets, try looking up the plants on websites such as the following:
<http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx>
<https://www.siebenthaler.com/plantfinder/>
- Gather *clear* photos and samples of the existing Primary Structure, Landscaping and Accessory Structures located on your Lot, and photos and/or samples of all non-plant materials you intend to use
 - Capture all relevant angles so the DRB can clearly see how your proposed Improvement will impact the existing condition of your Lot, neighboring Lots and Common Areas

- Pay the fee for the application (*see Schedule 3 of the Rules & Regulations for the Community DRS*)
- Submit your application to the DRB using one of the methods listed on page 2 of the Post-Construction Improvement Application
- When you have received notice that your application has been approved or conditionally approved, you may begin the work – and be sure to complete it within 6 months of the approval
- When the work is complete, notify the DRB using the same method by which you submitted your application. They will then review it and issue a Certificate of Completion, so that Association records reflect the fact that your Improvement complies with the Governing Documents.