

Architectural Control Committee
 Rolling Hills Estates Improvement Association
 10 Rolling Hills Drive, Sedona, AZ 86336

Form B – Checklist

Checklist must be completed in full prior to submission for approval!

The following items MUST be submitted in writing to the A.C.C. and be approved prior to commencement of excavation or construction. Mark all completed items with a check mark in the () column. There will be a \$50.00 fee for all items not submitted or incomplete at the original presentation.

<u>\$50.00</u>	()	
_____	_____	Form A – “General Info” All data completed
_____	_____	Form B – “Checklist” review your package – must be complete
_____	_____	Form C – “Delegation of Authority” signed
_____	_____	Form D – “Construction Practices” signed
_____	_____	Form E – “Indemnity Provisions” signed & witnessed
_____	_____	Form F – “Contractor/Owner Variance Request” signed
_____	_____	Form G – “Planning/Zoning Variance Request” signed
_____	_____	Form H – “Field Inspection Report” signed
_____	_____	Form I – “Construction Log Recap” signed
_____	_____	Form J – “Field Inspection Authorization” complete known data
_____	_____	Form K – “Construction Rules/Sign Posting” signed
_____	_____	Copy of Approval building permit and ID # from City of Sedona (Permit can be delivered after city approval – approved plans held until permit received)
_____	_____	Exterior Lighting – Side wall, 12 – volt landscaping, exterior ceiling (Provide pictures, specification sat appropriate time/location on plans at presentation)
_____	_____	Exterior color – (Provide samples/color chips) House color _____ # _____ Trim color _____ # _____ Roof color _____ # _____

Lot survey stamped by Licensed Surveyor – Lot # and parcel # on all pages

- Bench mark and base point location on plans (before any changes in grades – benchmark use street utility cover or rebar in concrete)
- The grading plan for the lot indicating the original topography and topography after grading. Based on City of Sedona evaluation datum.
- Native trees on the lot that will be removed and those that will remain or be transplanted. Please review your plans to minimize tree loss.
- Show setback dimensions to structure(s) from property lines (Minimum front/rear 20'/20', side yard 10' or for corner lots 20' from the street.)

Two complete sets of final construction drawings.

- Lot #, parcel # on all pages of plans – engineering stamp where appropriate
- Index of drawings
- Elevation plans – Side views of home showing height from original ground to highest point on the house (excluding chimneys)
- Floor plans and construction drawings
- Landscaping plans with drip system line flow – note all plant varieties (Number of trees needed pre house size _____ Areas of the 10' perimeter rule)
- Location and provisions for sound control of cooling equipment (At least three sides must have a wall – house can be one wall)
- All new homes shall include rain gutters or scuppers with downspouts with provisions for yard drainage acceptable to ACC.
- Dimension of all piers/post (house 18" min, deck 14")
- All new homes shall include proper surface water drainage plans to prevent damage to adjacent properties and streets. Note all swales on plans.
- Note on plans all vent locations and types (NO TURBINES!)

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- Pool equipment sound control and drainage of back water to sewer.

Note: Owner is responsible for all required Engineering calculations.

A.C.C. Addendum's I-VII

I/we the responsible party have received a set of ACC Addendum's I-VII and are familiar with their content. Below are the only questions we have of the ACC's Addendum's regarding Rolling Hills Estates ACC guidelines:

Responsible Party

Date

Record of Change Orders:

Changes or deviations from approved plans (after plans have been approved once)
\$50.00 per change order if pre-approved - \$100.00 per change order if not pre-approved.

Fee Date Description of changes (in writing with appropriate information)
