

## SANTA ROSA WEST ARCHITECTURAL CHECKLIST

This form is to serve as a guideline for you, your architect, engineer, landscaper, general contractor and sub-contractor. It is designed to help you understand what will be required of you and/or your architect. This will assist in planning ahead to allow for future water consumption, irrigation requirements, lighting and electrical usage and sewage capacity.

Landowners are reminded that approvals from the ACC Committee are required for the following three-step process. These approvals are necessary to maintain our area's standard of high quality and to insure, preserve and enhance the overall value of everyone's property.

TWO (2) SETS OF PLANS ARE REQUIRED ON EACH STEP.

### 1 GRADING PLAN

- a. Cut and fills (balance preferred, estimated yardage import/export)
- b. Elevation of pads and degrees of slopes
- c. Existing drainage and proposed plan
- d. Garage and outbuildings access
- e. Native tree removal (6 inch trunk or over)
- f. Utilities, water mains, electrical source, septic tank and leech field location
- g. Ponds and lakes
- h. Flood hazard areas
- i. Road set-backs
- j. Utility, road and bridle path easements
- k. Proposed road improvements (if applicable)
- l. Retaining walls and planters

### 2 SITE PLAN

- a. Location of all buildings (including set-backs), barns, stables, outbuildings and cellars. Square footage and pad elevations required.
- b. Driveways, fences, pools, spas, trash bins, porta-corrals, windscreens, arenas, hotwalkers, air conditioning equipment, propane tanks, antennas, bridges, hay storage, tack room, satellite "dishes, tennis courts, equipment storage etc. (*Reminder: All vehicles and trailers must be stored in a fenced or landscaped area out of view of the street and other properties*)

### 3 ARCHITECTURAL PLAN

- a. Floor plans, including outbuildings and garage
- b. Exterior elevations with roof pitches and height measurements
- c. Balconies, patios, porches, decks, gazebos, trellises, awnings, and atriums
- d. Solar equipment
- e. Exterior materials including:
  1. Roof materials
  2. Sidings, stucco and masonry
  3. Paint samples and/or color coat
  4. Windows and doors
  5. Skylights

In the opinion of the Santa Rosa West Architectural Control Committee and Board of Directors, this three-step approval process will aid you in planning, designing, engineering and building your home. The above checklist provides you with the opportunity to plan your entire estate, taking into consideration such elements as drainage, lot coverage, grading, electrical amperage, water volume, septic tank capacity, wind direction and landscaping. Note: To avoid any unnecessary expense, each step should be approved in the order outlined before proceeding to the next step.

**SANTA ROSA WEST ASSOCIATION  
REQUEST FOR ARCHITECTURAL APPROVAL  
SUBMITTAL CHECKLIST**

**A. HOUSE AND/OR STRUCTURES & SITES**

1. Two sets of plot and grading plans showing driveway location and setbacks, water retention areas and/or ponds.
2. Complete elevation drawings including scale, with overall height dimensions.
3. Verification of square footage using exterior measurement of living areas.
4. Listing of materials to be used, i.e. roofing, stucco/veneer materials, fascia, etc.
5. Total color scheme.
6. Hardscaping; driveways, walks, culverts and/or gutters etc.
7. Landscaping.

**B. OUT-BUILDINGS**

1. Plot plan.
2. Proof of roof pitch conformity.
3. Proof of roof material conformity.
4. Elevations and square footage.

**C. ENTRY GATES**

1. Setback from paved street surface.
2. Easement boundaries (may require staking by licensed surveyor).
3. Elevation.
4. Material.

**D. FENCING/WALLS**

1. Style, material and color.
2. Plot plan.

**E. POOLS – TENNIS COURT**

1. Grading plan.
2. Plot plan.
3. Fence locations.

**F. GAZEBO AND SUN SHADES**

1. Elevation.
2. Location.
3. Materials.
4. Colors.

**G. ITEMS THAT MAY REQUIRE SHIELDING**

- |                     |                       |
|---------------------|-----------------------|
| 1. Antenna          | 7. Satellite Dishes   |
| 2. Water Tanks      | 8. Propane Tanks      |
| 3. Pressure Tanks   | 9. Feed Bins          |
| 4. Motor Homes      | 10. Extra Vehicles    |
| 5. Well Heads       | 11. Boats             |
| 6. Fertilizer Tanks | 12. Trash Receptacles |

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY ADDRESS

\_\_\_\_\_

\_\_\_\_\_  
MAILING ADDRESS