

**Homeowner's Guideline for
Remodels and New Construction
Effective January 10, 2017**

Plans

Plans must be prepared by an architect or a competent house designer. The plans presented to neighbors and submitted for board review must be scaled at a minimum, ¼"= 1', and 1"=10' for site plans. Required exhibits include the following:

- 1) Site plan with front, side and rear yard setbacks.
- 2) Plan view showing floor plan layout for each floor.
- 3) Plan showing all elevations with height relative to the existing preconstruction ground levels and roof level of current house.
- 4) Dimensional drawing showing the existing and proposed footprints of the structures.
- 5) Dimensional drawing showing the existing and proposed roof lines.
- 6) Location, configuration and height of the structures on either side of the proposed building (photo exhibits are acceptable).
- 7) If lot lines are unknown, a survey is required.
- 8) Type of roofing material and color.
- 9) Type of siding material.
- 10) For our permanent record, include an 8-1/2 x 11 inch site plan and plot plan showing setbacks and location of existing structures, proposed structures or additions, existing exterior improvements (i.e. driveways, etc) and proposed improvements. Two complete sets of construction plans and specifications shall be included with this application.

Approval Process

Upon completion of plans, contact the Building and Remodel Chairman for a preliminary review. Upon review approval, the following steps must be taken to insure timely processing of your request.

- 1) Contact Innis Arden Bulletin Editor, (bulletin@innisarden.org) because official community notification is required before the Board can consider your request. The Board usually meets the second Tuesday of each month. Cutoff for bulletin notification is 5 days after the previous Board meeting.
- 2) Clearly stake-out all additions. If the proposed addition/new home results in an increase in the height, width or depth of the existing structure, the applicant is required to erect visual aids which mark the height, width, and depth of the proposed structure, showing all roof lines and chimneys. Such visual aids must be in place a minimum of thirty (30) days prior to the Board meeting at which the plans will be considered by the Board. The purpose of this requirement is to clearly show the impact of the remodel or proposed new building to affected neighbors and Board members.
- 3) Present plans to affected neighbors for review at least 30 days prior to the next Board meeting including but not limited to all neighbors whose lot, entirely or in part, lies within 250 feet of the applicant's lot must be contacted and given an opportunity to review the plans and to sign the Neighbor Signoff sheet.
- 4) Applicant shall return filled out application including Neighbor Signoff and 2 sets of plans and specifications to the Building and Remodel Committee Chair no later than 20 days prior to consideration by the Board. The application date shall be the date that the completed application is presented to the Board.
- 5) On-site Board review of proposed remodel/new construction and Board review of affected neighbors if required. The application must be complete before a site visit by the Board will be scheduled. The following is a checklist of requirements:
 - a) Erect visual aids-30 days prior to submittal
 - b) Notify Bulletin Editor 25 days prior to submittal
 - c) Deliver complete application to B&R chair 20 days prior to submittal to the Board (including: 2 sets of constructions plans and specifications, 2 copies of 8-1/2x11 plot plans, 1 completed application form, and 1 copy of neighbor signoffs).
- 6) Board votes at scheduled monthly meeting.
- 7) Board approval subject to conditions #1-#9 delineated on Conditions.
- 8) The following types of construction do not require Board approval:
 - a) Repair or replacement with like or similar materials, i.e. roofs, windows, exterior doors, siding, gutters.
 - b) Exterior painting, if standard or earth tone colors are used.
 - c) Fences and gates, unless special materials are used and/or the height of the fence is not in compliance with the covenants limitations.

Please refer to the attached Innis Arden Club, Inc. Building Plans Committee Policy Statement for further clarification.