



Dear SkyRidge Owner,

On behalf of the SkyRidge Team, welcome to the SkyRidge Mountain Community. The next phase of your Homeowner journey is the Home-Building Design and Approval process. The Pre-Design Conference is your introduction to process and will help the Owner, Architect/Designer, and Builder understand SkyRidge Architectural Guidelines and how they relate to, Wasatch County, Jordanelle Special Recreational Area (JSPA) requirements. The SkyRidge Team is readily available to help both you and your Architect/Designer throughout your home-building journey.

Prior to scheduling your Pre-Design Conference, please have the following completed:

- A. Selection of ARC approved Architect/Designer
- B. Current Survey of your Lot - this will allow review of the natural grades, slope direction, conformation of existing site utility locations and is a helpful guide for adhering to the requirements of SkyRidge and JSPA
- C. Owner Contact and Consent Form.

Upon completion of your survey and selection of your architect/designer, please contact us to schedule your pre-design conference. Both you and your Architect/Design and builder if engaged, will meet with an ARC representative onsite to go through the following information:

- Homebuilding Design Steps
- Pre-Design Conference Information
- Vision & Architectural Philosophy

The SkyRidge Team looks forward to meeting you at your Pre-Design Conference and helping to bring your vision to life. We are available via phone or email. The SkyRidge Homebuilding Portal, built on a Salesforce platform, allows submitting Architects, Designers and Owners to conveniently track the design review and approval process and communicate with their ARC Reviewer. The ARC does not provide design direction or quality control in its review of your Architect or Designers drawings. Please feel free to reach out to any member of our team with questions.

Sincerely,

Jill Johnson, Pre-Design Coordinator  
435-214-7410 ext.9 | [jill.johnson@skyridgeparkcity.com](mailto:jill.johnson@skyridgeparkcity.com)



## Home Design and Building Steps

### **Pre-Design Meeting:**

The Owner and their Architect/Designer will meet with an ARC representative for a Pre-Design Conference prior to starting the design development of their homesite plans. If your Architect/Designer is not on the approved list, please apply for approval prior to scheduling a pre-design conference. Please also complete the owner contact and consent form found on our website so that we can create a project in the system and send your Architect/Designer log in credentials for our homebuilding portal.

### **Submit Compliance Plan Application**

The Compliance Review ensures that plans encompass and adheres to all SkyRidge Architectural Guidelines as well as assists in preparing your plans for Preliminary Review with the full Architectural Review Committee. The assigned reviewer will assist your team throughout the review process. *Compliance approval is valid for six months from the date issued by the ARC.*

### **Submit Preliminary Plan Application**

Once preliminary plans are reviewed and approved by the assigned reviewer, your team will receive a Zoom invitation to present plans to the full ARC Committee. Plans will be reviewed by the committee. If major issues are found, the submitting Architects/Designer may be required to revise plans and present revisions to the committee at the next meeting. If the submission is approved by the full committee, you will be invited to submit final plans for approval. *Preliminary approval is valid for six months from the date issued by the ARC.*

### **Submit Final Plan Application**

Final plans will be reviewed by the assigned ARC Member. If all requested revisions have been made, the reviewer will grant approval to develop and will stamp your plans. A copy of the ARC stamped plans must always be kept on the job site. *The ARC approval to develop a homesite design shall be valid for 12 months from approval date.*

### **Pre-Construction Conference**

You will receive an invoice for your Performance Deposit and Voluntary Lien paperwork when you submit final plans. Once the ARC receives confirmation of payment and execution of lien, your builder can schedule a Pre-construction conference at the job site with Coopers HOA Management.

### **Wasatch County Permitting**

A Wasatch County Building Permit must be obtained within 12 months of Final Plan Approval or plans must be resubmitted to the ARC. An electronic copy of the stamped permitted set of plans must be provided to SkyRidge Mountain Community association through Coopers HOA Management.

### **Home Construction**

The site will be monitored by the HOA for compliance with construction regulations and by ARC representatives to ensure that the home is being built in accordance with the ARC stamped plans. If you wish to make changes to the design, please submit those changes to the ARC for approval prior to construction. You must keep an exterior finish materials board in the garage accessible to ARC site reviewers with the approved finish materials sheet attached to the finish materials board once the garage is framed and decked.

### **Final Inspection and Release of Bond**

Once the home is completed, please submit a letter of certification as outlined in your performance agreement to the ARC to request a final Landscape and exterior building finishes inspection. You must complete the ARC final inspection within 6 months of receipt of your Certificate of Occupancy or forfeit the performance deposit.

### **Contact Information:**

For assistance with payment of fees: Association Manager Chris Cottis, Coopers HOA Management: [Chris@CoopersHOA.com](mailto:Chris@CoopersHOA.com)

For General Questions: SkyRidge Architectural Review Committee: [ARC@SkyRidgeParkCity.com](mailto:ARC@SkyRidgeParkCity.com)

Review Questions: Homebuilding Team Coordinator John Hernandez: [John@SkyRidgeParkcity.com](mailto:John@SkyRidgeParkcity.com)

SkyRidge Homebuilding Documents Page: <https://skyridgепarkcity.com/homebuilding-docs/>



## **VISION AND ARCHITECTURAL PHILOSOPHY**

SkyRidge is a unique master-planned Community of 473 luxury homesites artfully placed on 670 acres of gently sloped terrain on the northwest shore of the Jordanelle. This four-season recreational community features panoramic views of the lake, mountain vistas, and the peaks and ski runs of Deer Valley and Mayflower Resorts. The location offers a perfect balance of convenience, privacy, luxury, and active outdoor lifestyle. Over fifty percent of the community is set aside as open space with miles of trails connected to the regional trail systems. A mountain lodge, golf academy, equestrian center and clubhouse will provide homeowners a broad range of world class amenities at their fingertips. The SkyRidge Mountain Community is the perfect place for families, friends, and future generations to create lasting memories.

The team of veteran Park City civil engineers at Jack Johnson Consulting designed the community to work with the native terrain, focusing attention on natural beauty and harmonious flow. Narrower undulating mountain roads minimize the disturbance of the land. Cul-de-sacs in each subdivision provide safer, quieter streets for all. Gentle curves create stunning view corridors from every turn.

In this spirit, the SkyRidge Architectural Guidelines were created to nurture the growth of an authentic mountain community which balances architectural innovation with a strong sense of place.

Architectural design in our community calls for Traditional or Contemporary Mountain designs. Many interpretations of these styles are anticipated and encouraged, through the incorporation of shapes and materials which define the region. The design of each home will be tailored to fit each homesite's unique landscape topography, sun angles, view corridors and ridge lines. Homes will appear to grow out of the terrain and harmoniously exist with other surrounding homes and homesites.

Selecting an Architect or Designer with experience designing mountain homes tailored to fit the unique landscape and topographic features is imperative to the success of your project. To this end, architects or designers must be ARC approved before any Homesite Design is created. Each Owner and Architect/Designer will participate in a Pre-Design Conference and comprehensive Homesite evaluation to ensure optimization of the natural attributes of their homesite while complying with the ARC Guidelines.

The SkyRidge Team and Architectural Review Committee look forward to guiding and assisting you in bringing your vision to life!



## **Architect and Designer Application and approval process.**

Owners are responsible to retain competent professional services for site survey, homesite planning, designing, and building. The design of each home must be tailored to fit the unique landscape and topographic features of its Homesite. A preconceived design initially suited or intended for another environment or landscape is not permitted. Selecting an Architect or Designer with experience designing mountain homes tailored to fit the unique landscape and topographic features of the Homesite contributes greatly to the success of the Homesite Design.

Architects or designers must be approved by the Architectural Review Committee (ARC). If an Owner elects to do their own design, and the result is not approved by the ARC, the ARC has the right to require that an Owner thereafter utilize the professional design services of an architect, engineer, landscape architect, or other design professional.

### **The Architect/Designer applicant must provide:**

1. Examples of their architectural plans which include:
  - a. Site Plan
  - b. Landscaping Plan
  - c. Floor Plans
  - d. Elevations with existing and finished grades
  - e. Roof Plan
  - f. Colored renderings

*The plans should clearly demonstrate a knowledge of how to design a home on a sloped Homesite within the required height limitations.*

2. Photographs of three completed projects, which includes landscaping, that are built on sloped Homesites.

The ARC will review all submittals and, if the applicant meets the ARC's standards and is approved by the ARC, the ARC will issue an authorization letter. This qualification must be received before contracting or doing any work for Homesite owners within SkyRidge. Exceptions may be granted with the review of a submitted portfolio by the ARC in its sole and absolute discretion.

Once accepted architects or designers must continue to qualify to remain on the Approved Architects List. Architects or designers may be removed from the Approved List in the sole discretion of the ARC. While the ARC may consider such matters as time between submission of plans, problems with plans, problems with projects, quality and uniqueness of prior projects, or other factors deemed appropriate by the ARC, the ARC maintains full and complete discretion over the composition of the Approved Architects List.

### **Suspension and Removal from the Approved Architects List:**

The ARC expects that every architect or designer will design homes that meet SkyRidge Architectural Guidelines, Wasatch County and JSPA codes, and the JRA Design Handbook.

The ARC has adopted the following standard disciplinary actions for architect or designers that the ARC, in its sole discretion, believes have failed to properly complete the Plan Review process as it is outlined in each Review Application:

1. If extra meetings and/or reviews by the ARC are required for approval of a design or the architect or designer shows a lack of knowledge of the Guidelines, the architect or designer will be placed on probation with the possibility of being removed from the Approved Architects List based on the occurrence of further design issues. Multiple incomplete submissions are subject to resubmittal fees as outlined in the Guidelines.
2. Should further design issues arise on a project the architect or designer is working on, while the architect or designer is on probation, the architect or designer will be removed from the Approved Architects List for a period of 12 months and will not be allowed to design homes in SkyRidge during that period.

The above are the standard actions to be taken by the ARC. The foregoing in no way limits the discretion of the ARC to remove an architect or designer from the List of Approved Architects and designers for any reason deemed sufficient by the ARC without granting a probation period.

This document may be amended from time to time at the discretion of the SkyRidge Architectural Review Committee. It is the responsibility of the Owner and their Design Team to ensure they are working with the most current ARC and governing documents and forms.

Before any Homesite Design can be submitted, the Homesite Owner and ARC Approved Architect shall participate in a Pre- Design Conference. The Architectural Review process is intended to provide thorough and consistent checkpoints throughout the design and development of every Homesite in SkyRidge.

I understand and agree with the above provisions:

Owner: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_