EXHIBIT A

**ARC PLAN REVIEWAPPLICATION FORMS**

**Applicant** to fill out the requested General Information only section shown in Blue font below.

**Homesite Lot #:** Click or tap here to enter text.

**Homesite Address:** Click or tap here to enter text.

**Submittal Date:** Click or tap here to enter text.

**Version of ARC Guidelines to be reviewed under:** Click or tap here to enter text.

**Plan Review Stage:** Click or tap here to enter text.

**Review #:** Click or tap here to enter text.  **Review Date:** Click or tap here to enter text.

**Lot Size indicated on Engineered Stamped Site Survey:** Click or tap here to enter text.

**Maximum Livable Sq. Ft. based on Lot Size:**

Homesite Size 7,000 - 13,000 sf = [ ]  Maximum 4,500 sf Livable Space

Homesite Size 13,001 - 22,000 sf = [ ]  Maximum 6,000 sf Livable Space

Homesite Size 22,001 - 43,560 sf = [ ]  Maximum 8,000 sf Livable Space

Homesite Size larger than 43,560 sf = [ ]  Maximum 10,000 sf Livable Space

**Actual Liveable Sq. Ft.:** Click or tap here to enter text.

(Refer to Guidelines Section 4.2)

**Owner(s) Name:** Click or tap here to enter text.

Address:

Email: Phone:

**Submitting Architect/Designer**: Click or tap here to enter text.

Address: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

**General Contractor**: TBD

Address:

Email: Phone:

**PLAN REVIEW PROCESS OVERVIEW**

Homeowners are responsible for arranging for their ARC approved Architect/Designer to attend a Pre-Design Conference at the Homesite and paying all Architectural review fees prior to submitting Plans. Refer to Skyridge’s Guidelines Division 6 – Architectural Review Procedures, for a description of all Plan Review Fee schedules. A copy of the applicable **Skyridge’s Guidelines Version Date** used to establish minimum design requirements and general community design goals necessary to promote and maintain the overall vision for current and future development within the Skyridge Mountain Community is indicated above and can be downloaded from Skyridge’s Website.

After the Predesign meeting, the Architect/Designer will receive login credentials for the SkyRidge Homebuilding Portal through which they can submit plans in compliance with the ARC Plan Review Application requirements. Architects

and/or Designers who have previously designed in SkyRidge may already have an active login, however, they must still participate in a Predesign meeting with their new client(s) prior to submission through the portal.

Upon Skyridge’s receipt of the Homeowners’ Design Review payment, an ARC reviewer will be assigned, and the homeowner and their Architect/Designer will collaborate directly with the reviewer throughout the review and approval process which is separated into three (3) stages; **Compliance, Preliminary** and **Final**, and are described below.

Be advised, this is an interactive process which may require multiple plan submissions depending on each submission’s adherence to the Guidelines requirements. Allow for a minimum of ten (10) business days after each submittal or meeting date to receive an ARC response.

Owners and their Architect/Designer are responsible for resubmitting any new and/or updated drawings requested by the ARC. All revisions/updates shall be bubbled with a Delta revision number, along with written responses to ARC comments, material samples, and any other items included as part of the plans review process, if requested by the ARC at its sole discretion.

Homeowners, and/or their Architects, and/or Builders are responsible for contacting Wasatch County directly to discuss Wasatch County Code, and/or JSPA Design Handbook Code requirements and approvals. Plans will remain in the **Compliance** Review Stage until the Homeowners, their Architect, and/or Builder have resolved any Guidelines requirements and approvals needed from the ARC.

The interpretation and application of the more general requirements will be left to the discretion of the ARC. This allows judgment, discretion, and flexibility to address the unique characteristics of each Single-Family Homesite. It should be understood, however, that the overall goal of the ARC is to apply the Guidelines in a fair and impartial manner to all Homesites in SkyRidge.

*No decision made by the ARC will set a precedence for any other Homeowners submission presented to the ARC.*

Additionally, Homeowners, Architects, and/or Builders are responsible to contact Wasatch County directly to discuss Wasatch County Code, and/or JSPA Design Handbook Code requirements and approvals. Plans will remain in the **Compliance** Review Stage until the Homeowner, Architect/Designer, and/or Builder have resolved any Guidelines requirements and have acquired the necessary approvals needed from the ARC and/or Wasatch County governing jurisdictional authorities. The ARC also recommends Homeowners acquire Wasatch County Fire Departments’ driveway configuration and Landscape Plan approvals prior to start of construction.

A **Key design items Check List** along with their related Guidelines Divisions and/or Sections reference numbers is provided to ensure your plans submissions information addresses and graphically depicts and is appropriately noted per each review stage’s requirements in order to be accepted by the ARC for review.

Please note that the **Key Check List** of required design itemsis not an all-inclusive list. It has been developed to highlight and emphasize some of the most important design elements associated with the Guidelines’ more general design requirements. Therefore, the ARC highly recommends that the Homeowners and their Architect/Designer, and General Contractor read their applicable version of the Guidelines manual in its entirety prior to designing and submitting plans to help expediate the time duration of the ARC’s review process.

On average, the Plan review process takes approximately two (2) months if the Homeowner’s Architect/Designer adheres to the ARC Guideline requirements and submits Plans and/or resubmissions in a timely manner to enable the ARC an approximate ten (10) business day turn-around time frame for each stage.

**COMPLIANCE PLANS APPLICATION REQUIREMENTS**

The Homeowner(s) and their Architect/Designer are responsible for ensuring **all required** design information has been incorporated into the review set of drawings along with the associated descriptive notes prior to submitting for ARC‘s Final review and approval.

**COMPLIANCE PLANS REVIEW**: (Refer to Guidelines Sections 6.5 and 6.6)

The ARC Reviewerwill confirm if each **Check List** line item’s requested information has been included and meets the Guideline requirements and/or sufficiently addresses any of the reviewers’ outstanding comments/notes. If the required information has or has not been provided, the Reviewer will check the appropriate Yes or No column associated with each applicable line item below.

\*If the Reviewer has comments, he/she will write “Comments added” adjacent to the applicable line item in the **Check List** below in lieu of checking off the line item. All Reviewer’s comments and Applicants responses shall be indicated on the comment sheet(s) at the end of the **Compliance** Application form section.

If comments are provided, it is the Homeowners’ responsibility to address and resubmit updated plans with respective written comments to the reviewer for review and approval prior to receiving the ARC’s **Compliance** approval.

1. Key Design Items **Check List**:

**Yes No­­**

* 1. [ ] [ ]  **General Design and Building Steps:**

Refer to Division 2 - Vison and Architectural Philosophy

* 1. [ ] [ ]  **Home Area Calculations Plans and Notes:**

Refer to Section 4.2 - Residence Size

* 1. [ ] [ ]  **Mandatory Skyridge Notes:**

Include in General/Construction Notes under "SkyRidge" or Site Plan Notes heading.

* 1. [ ] [ ]  **Survey:**

Refer to Division 3 - Homesite Architectural Design and Planning

* 1. [ ] [ ]  **Site Plans and Notes:**

Refer to Division 3 - Homesite Architectural Design and Planning

* 1. [ ] [ ]  **Landscaping Plan and Notes:**

Refer to Division 5 - Landscape Design and Planning

* 1. [ ] [ ]  **Floor Plans and Notes:**

Refer to Division 4 - Architectural Design Standards

* 1. [ ] [ ]  **Roof Plans and Notes:**

Refer to Division 4 - Architectural Design Standards

* 1. [ ] [ ]  **Exterior Building Elevations and Notes:**

Refer to Division 4 - Architectural Design Standards

* 1. [ ] [ ]  **Details: Optional** **-** *(Add details if necessary to help convey the initial design intent).*
	2. [ ] [ ]  **3D Renderings:**

Refer to Division 6, Section 6.5i – Compliance Review Requirements

 **Yes No**

* 1. [ ] [ ]  **Exterior Finish Materials, Specifications, and Colors:**

Refer to Sections 4.5, Exterior Materials, 4.6 Exterior Colors and Section 6.13 Exterior Materials and Color Samples.

* Refer to the attached **Exhibit A1** example sheet of the Exterior Finish Materials and Specifications template to be included in each of the required plan set submission reviews.
* Include materials area/percentage calculations quantities of all exterior finish materials totals on the Building Elevations sheets.
	1. [ ] [ ]  **Exterior Electrical Plans and Notes:**

Refer to Section 3.16 Outdoor Lighting - Optional (*Only exterior lighting types and locations reviewed by ARC reviewer*)

1. The assigned ARC reviewer will review the Homeowners Application and Plans and provide feedback. If needed, the reviewer will arrange calls and/or meetings with the Homeowner(s) and their team to review and discuss how the proposed Plans comply with to the applicable Guidelines version. Plans that do not meet the Guidelines will be returned to the Homeowner(s) to have the Plans revised to meet the requirements and resubmit.
2. Once updated, the set will then be reviewed to determine if it is compliant and/or needs minor design updates to meet the **Compliance** plan requirements. Upon approval, the assigned reviewer can then recommend the plans be moved to the **Preliminary** plan review stage.
3. **Compliance** Plansapproval is valid for six (6) months from the approval date issued by the ARC.

**COMPLIANCE APPLICATION COMMENTS**

(Sht. 1 of 3 )

Please comply with the following: *(Add additional sheets as required)*

1. **Reviewers’** comments in **RED** font - Start your comment with the applicable Check-List line-item reference number. (Example: A1. Insert comment.)
2. **Applicants’** comments in **Blue** font.

**Findings:**

[ ] Incomplete

[ ] Rejected

[ ] Approved with Conditions

[ ] Approved

**Comments:**

**PRELIMINARY PLANS APPLICATION REQUIREMENTS**

The Owner and their Architect/Designer are responsible for ensuring all previous ARC **Compliance** review comments have been incorporated into the **Preliminary** review set along with the associated written comment responses requested by the ARC reviewer, and any additional Guidelines requirements associated with any of the sections below prior to being approved to be presented to the ARC for their review, comments, and approval to proceed to the **Final** review stage.

**PRELIMINARY PLANS REVIEW**: (Refer to Guidelines Sections 6.7, 6.8, and 6.11)

The Homeowner(s) and their Architect/Designer are responsible for ensuring **all previous** ARC Reviewer **Compliance** comments have been incorporated into the **Preliminary** review set of drawings along with their respective written comment response associated with any of the **Check List** items below prior to submitting for ARC‘s review and approval. If the required information has or has not been provided, the Reviewer will check the appropriate Yes or No column associated with each applicable line item below.

If the ARC Reviewer has comments, he/she will write “Comments added” adjacent to the applicable line item below in lieu of checking off the line item. All Reviewer’s comments and Applicants responses shall be indicated on the comments sheet(s) at the end of the **Preliminary** Application form section.

If comments are provided, it is the Homeowners’ responsibility to address and resubmit updated plans with respective written comments to the reviewer for review and approval prior to receiving the ARC’s **Preliminary** approval.

1. Key Design Items **Check List**:

**Yes No**

* 1. [ ] [ ]  **General Design and Building Steps:**
	2. [ ] [ ]  **Home Area Calculations Plans and Notes:**
	3. [ ] [ ]  **Mandatory Skyridge Notes:**
	4. [ ] [ ]  **Survey:**
	5. [ ] [ ]  **Site Plans and Notes:**
	6. [ ] [ ]  **Landscaping Plan and Notes:**
	7. [ ] [ ]  **Floor Plans and Notes:**
	8. [ ] [ ]  **Roof Plans and Notes:**
	9. [ ] [ ]  **Exterior Building Elevations and Notes:**
	10. **­­­**[ ] [ ]  **Details:** - (*Include details as necessary to help convey the design intent).*
	11. [ ] [ ]  **3D Renderings:**
	12. [ ] [ ]  **Exterior Finish Materials, Specifications, and Colors:**
* Update materials area/percentage calculations quantities of any exterior finish materials totals and Specifications on the Building Elevations sheets, if required.
	1. [ ] [ ]  **Exterior Electrical Plans and Notes:**
1. Upon receipt of the Preliminary review set, the assigned reviewer will assess whether the project is ready for the ARC review meeting. Once deemed ready, the assigned reviewer will arrange schedule a presentation meeting with the ARC, Homeowner(s) and their Architect/Designer. This meeting is an opportunity for the ARC members to review the proposed plan set, identify any additional design concerns, ensure compliance with the applicable Guidelines version, and provide feedback and/or approval to move to the next stage.
2. If necessary, the reviewer will then arrange a call(s) and/or meeting(s) with the Homeowner(s) and their team to further discuss how the proposed Plans are into compliance. Plans that do not meet the Guidelines will be returned to the Homeowner(s) to have the Plans revised to meet the requirements and resubmit.
3. Once updated, the set will be reviewed again to determine if it is compliant and/or needs minor design updates to meet the **Preliminary** plan requirements. Upon approval, the assigned reviewer can then recommend the plans be moved to the **Final** plan review stage.
4. **Preliminary** Plans approval is valid for six (6) months from the approval date issued by the ARC.

**PRELIMINARY APPLICATION COMMENTS**

(Sht. 1 of \_\_\_ )

Please comply with the following: *(Add additional sheets as required)*

1. **Reviewers’** comments in RED font - Start your comment with the applicable Check-List line-item reference number. (Example: A1. Insert comment)
2. **Applicants’** comments in **Blue** font.

**Findings:**

[ ] Incomplete

[ ] Rejected

[ ] Approved with Conditions

[ ] Approved

**Comments:**

**FINAL PLANS APPLICATION REQUIREMENTS**

The Homeowner(s) and their Architect/Designer are responsible for ensuring **all previous** ARC Reviewer comments have been incorporated into the **Final** review set of drawings along with their respective written comment response associated with any of the items below prior to submitting for ARC‘s Final review and approval.

**FINAL PLANS REVIEW**: (Refer to Guidelines Sections 6.9, 6.10, and 6.11)

The ARC Reviewershall check off each of the Check List line items to confirm that the information included meets the Guideline requirements and/or sufficiently addresses any of the reviewers’ outstanding comments/notes. If the required information has or has not been provided, the Reviewer will check the appropriate Yes or No column associated with each applicable line item below.

If the Reviewer has comments, he/she will write “Comments added” adjacent to the applicable line item below in lieu of checking off the line item. All Reviewer’s comments and Applicants responses shall be indicated on the comments sheet(s) at the end of the **Final** Application form.

If comments are provided, it is the Homeowners’ responsibility to address and resubmit updated plans with respective written comments to the reviewer for review and approval prior to receiving the ARC’s **Final** approval.

* + - 1. Key Design Items **Check List**:

**Yes No**

1. [ ] [ ]  **General Design and Building Steps:**

* 1. [ ] [ ]  **Home Area Calculations Plans and Notes:**
	2. [ ] [ ]  **Mandatory Skyridge Notes:**
	3. [ ] [ ]  **Survey:**

* 1. [ ] [ ]  **Site Plans and Notes:**
	2. [ ] [ ]  **Landscaping Plan and Notes:**
	3. [ ] [ ]  **Floor Plans and Notes:**
	4. [ ] [ ]  **Roof Plans and Notes:**
	5. [ ] [ ]  **Exterior Building Elevations and Notes:**
	6. **­**[ ] [ ]  **Details:**
	7. [ ] [ ]  **3D Renderings:**
	8. [ ] [ ]  **Exterior Finish Materials, Specifications, and Colors:**
	9. [ ] [ ]  **Exterior Electrical Plans and Notes:**
	10. [ ] [ ]  **Structural Plans and Details:**

*(Reference only, not reviewed or approved by the ARC reviewer)*

1. Upon receipt of the **Final** review set, the assigned reviewer will review and confirm that any required design updates have been sufficiently updated and incorporated in the Final Plans set or if another meeting with the ARC, Homeowner(s) and their Architect/Designer is necessary to confirm if the proposed updates effectively address all of the ARC previously outstanding design concerns.
2. If updates are still required, the reviewer will arrange a call(s) and/or meeting(s) with the Homeowner(s) and their team to further discuss how to bring the proposed Plans into compliance and then returned to the Homeowner(s) to have the Plans updated to meet the ARC’s requested design requirements and resubmit.
3. Once updated, the **Final** set will be reviewed again to determine if it is compliant and/or needs minor design updates to meet the **Final** plans requirements. Upon approval, the assigned reviewer will then stamp and approve the **Final** Plan set.
4. **The ARC’s approval to develop a Homesite** is valid for six (6) months from the approval date of the Approval to Develop letter issued by the ARC. Homeowners that have not started construction during the following six (6) month period must resubmit the **Final** Application and the **Final** approved plans set to the ARC for a follow up review before Beginning construction. Additional design review fees may be assessed on the Homeowner, based on the sole discretion of the ARC, on a case-by-case basis.
5. The Homeowner is responsible for submitting a copy of the **ARC Stamped Approved Plans** set to the County for Building Permit review and approval. (Refer to Guidelines Section 6.16)

Plan review set has been prepared and signed by the Homeowners’ contracted licensed Architect or Designer acknowledging all applicable Guidelines and General Requirements have been incorporated and adhered too in the development of the **Final** design set of documents:

**Submitting Homeowner:** Click or tap here to enter text.Date: Click or tap here to enter text.

**Submitting Architect/Designer :** Click or tap here to enter text.Date:Click or tap here to enter text.

**Assigned ARC Reviewer:** Click or tap here to enter text.Date:Click or tap here to enter text.

**FINAL APPLICATION COMMENTS**

(Sht. 1 of \_\_\_ )

Please comply with the following: *(Add additional sheets as required)*

1. **Reviewers’** comments in **RED** font - Start your comment with the applicable Check-List line-item reference number. (Example: A1. Insert comment)
2. **Applicants’** comments in **Blue** font.

**Findings:**

[ ] Incomplete

[ ] Rejected

[ ] Approved with Conditions

[ ] Approved

**Comments:**