

HIDDEN COVE OWNERS ASSOCIATION

BUILDING PLAN CHECK LIST

PRE-PLANNING: 30 Days Before Conceptual Plans/Drawings: Contact HCOA President for preplanning meeting with the Board of Trustees (BOT) and the Architectural Control Committee (ACC). Present draft style or image of structure, (show shape, height, materials). Show proposed location on lot, proposed location of septic system & driveway.

FORMAL REVIEW BEGINS – HCOA MUST HAVE 30 DAYS FOR REVIEW PRIOR TO COUNTY SUBMITTAL

- Assessment of HCOA Dues Must Be Paid and Up-To-Date)
- Contact HCOA President for meeting schedule and review. www.hiddencovepc@gmail.com
- Provide Drawings based on conceptual plans. (These are subject to changes by BOT and ACC. Red Line Comments may be made on plans.

Submit a complete set of building plans, specifications & plot plan to the HCOA President.

Following is Required:

- HCOA Building Application
- Construction Deposit
- Acknowledgment & Agreement Form Signed by Owner & Contractor
- Two (2) suitable sets of plans with separate page of specifications.
Minimum size allowed: 18" x 24" -- Email copies are not acceptable.
- Survey
- Site development plan. Show location of proposed dwelling, including setbacks, roofs, decks, driveways & walkways.
- Topography Plan: include property line, existing grades, and final grades with drainage & retaining walls identified. Show percent of driveway slope.
- Elevation Drawings: Show front, the two sides and rear elevation drawings of the dwelling with both the natural grade and finished grade.

Once above items have been submitted, HCOA will review and work with owner to reach PRELIMINARY APPROVAL (required changes & contingencies stated along w/ agreed upon timeline for completion). Once Preliminary Approval is confirmed by HCOA, submit:

- FINAL DRAWINGS: Contact HCOA Pres. for Final meeting. Show any changes required by BOT and/or ACC
- SUBMIT LANDSCAPING DRAWINGS (All plants must be native to area)
- HCOA PROVIDES FORMAL APPROVAL (letter signed by Board President and ACC), Thereafter
- APPLICANT SUBMITS TO COUNTY. **NOTE:** Even though Summit County may provide a permit to build, the HCOA has full rights to make sure the building rules and regulations for Hidden Cove are followed.