

CUSTOM ARC

Procedural Outline Quick Reference

Pre-Design Meeting

- ❑ Owner and architect must meet with Custom ARC representative on-site to discuss specifics of lot.
- ❑ Perimeter construction fence.
 - City of Mesa requires a fence permit be issued and fence installed prior to Building Permit being issued

Preliminary Plan Submittal

- ❑ Three (3) sets of plans (24" x 36" size) must be submitted to include the following:
 1. Site plan
 2. Exterior elevations
 3. Roof plan
 4. Floor plan
 5. Site sections
 6. Preliminary plans
- ❑ \$3,500 Plan Review Fee must be submitted.
- ❑ HOA staff inspects submittal for obvious problems.
- ❑ Plans logged in.
- ❑ Two (2) sets sent to architect for review (1 set returned from architect when review completed).
- ❑ 30-Day time frame to notify owner of Approval/Disapproval.
- ❑ Only if approval of preliminary plans is granted should the final plans be drafted.

Final Plan Submittal

- ❑ Three (3) sets of plans (24" x 36" size) must be submitted to include the following:
 1. Review Submittal Form
 2. Construction Documents
 3. Grading and drainage plan
 4. Hydrology report
 5. Exterior lighting plan
 6. Specifications for:
 - a. Lighting
 - b. Garage door
 - c. Exterior door
 - d. Glass
 - e. Roof tile sample, brand, type and color
 - f. Paint sample brand, type, color LRV (light reflective value)
 7. Schedule including construction, utility hookup, and landscaping
- ❑ HOA staff inspects submittal for obvious problems.
- ❑ Plans are logged in.
- ❑ Two (2) sets sent to architect for review (1 set returned from architect when review completed).
- ❑ 30-Day timeframe to notify owner if Approved/Disapproved.

- If approval granted, HOA representative prepares Final Approval Form.
 - Two (2) copies of Final Approval Form prepared.
 - Owner called for appointment to sign forms.
 - \$20,000 Construction Deposit must be brought to appointment.
 - One (1) set of stamped and signed plans given to owner.
- If “Not Approved with Comments” must be resubmitted after addressing comment w/\$500.

Framing Inspection

- Association is contacted by homeowner during framing stage of construction to set an inspection date.
- Construction of house will be checked against final approved plans.
- If approved, HOA sends framing approval letter to homeowner.

Exterior Plan Changes

- Revised plans – 3 copies must be submitted.
- \$500 fee must accompany revised plans.
- HOA representative inspects plans.
- Two (2) sets are sent to architect (if needed).
- 30-Day timeframe to notify owner of Approval/Disapproval.
- Letter sent out indicating Approval/Disapproval.

Finalization of Construction

- Owner must contact HOA in writing with attached engineers report to notify need for final inspection.
- Owner to provide certification from civil engineer that house was built per plan and conforms to 404 drainage easements.
- Architectural Review Committee representatives and retained architect tours property.
 - If needed, a punch list is drafted and sent to owner.
 - If all is in order, HOA notified to finalize paperwork.
- HOA representative signs acceptance letter and returns deposit to owner.

Note:

The deposit will be returned within 30 days of the final inspection of the completed home and certification from the civil engineer it was built per original approved plans and does not encroach on a 404 drainage easement or any other drainage easement. It is the responsibility of the builder or homeowner to request the final inspection in writing.