

Williams Pine Meadow Estates HOA Architectural Committee Building Checklist

Checklist for Submitting Home Building Plans

It is the intent of the Williams Pine Meadow Estates (WPME) Architectural Committee (AC) to promote architectural designs compatible with the natural setting and landscape.

Before you begin construction and/or any improvement on your property, you will need to gain approval from the WPME AC. The City of Williams Building Inspector also requires written approval of your plans from the WPME AC.

Please read the checklist carefully, initial each item, sign your acceptance at the bottom, have your contractor sign his/her acceptance and return a copy to the AC Chair.

Initials	1. Architectural Style and Materials
	a. Two sets of plans must be submitted to the AC Chair. All homes are to be of new construction, not less than 1600 square feet of living space, exclusive of porches decks, terraces and garages. Any detached guest quarters, together with a private garage, shall be placed a minimum of 25' from the main house. No separate guest quarters are permitted. 2(b)*
	b. All plans submitted must show the square footage of the living space, any detached quarters, the height of the buildings and elevation of all structures. Any detached living quarters with a garage, must be indicated on the site plan including the distances from the main house and nearest property line. 2.(c) *
	c. Please note the type and color of materials being used. (i.e. log, block, frame, redwood, natural pine, cinnamon stain, etc.) Must submit two stained samples (no less than 6" X 12") using the exact wood and stain for all wood types (i.e. house, trim and railing.) This includes type and color of materials being used for roofing (i.e. green metal, tan asphalt shingle, etc.) Must submit two samples (no less than 6" X 12") using the exact type of roofing and color. The color scheme of your home must blend into the natural landscape. In no case will bright colors be permitted. 2.(e.)*
	d. Any exterior lighting and placement must be noted. Absolutely no yard or driveway lighting is permitted. Any lighting must be attached to the residence or guest house. 2.(e.)*
	e. A minimum of two garden hose bibs is required. Placement of all hose bibs must be indicated on the plans. 4. (b.)*
	f. A site plan is required showing approximately where any /all structures will be situated on your lot, with the number of feet from from the nearest property line. Minimum setback requirements are measured from property lines. 2.(c.)*
	g. Underground storage tanks (propane gas and water) must be shown on the site plan. The number of feet should be shown to the nearest property line. All tanks must be totally buried underground. 9.*

	h. The septic system must be shown on the site plan, including the number of feet to the nearest property line. 9.*
	i. The driveway width and length must be shown on the site plan. Driveway width must be a minimum of 20'. If longer than 150', a turn-around with a minimum 50' radius or a loop driveway is required. City of Williams requirement / 4.(f.)*

Initials	2. General Construction
	a. Provide your contractor with a copy of the CC&Rs and this list prior to the start of construction.
	b. Contractors, sub-contractors, laborers or their employees are not permitted to bring animals and/or children onto the jobsite.
	c. A portable chemical toilet is required on your jobsite for the duration of construction, must be serviced weekly and removed upon receipt of the certificate of occupancy.
	d. One temporary structure may be moved onto your jobsite during the course of active construction. (i.e. construction trailer or tool shed.) The AC must be advised of the time frame of actual construction.
	e. Contractors, sub-contractors, laborers or their employees must ensure any music cannot be heard outside of the worksite.
	f. It is the contractor's responsibility to pick up, contain and remove all trash on the building site.
	g. No construction vehicles will be parked on association roads or on neighboring lots overnight.

Initials	3. Miscellaneous General Construction
	a. All landscaping must be approved by the AC prior to any work being started. All landscaping must be harmonious with the surroundings. No fences, walls or hedges shall be constructed of any material, or allowed, without prior AC approval.
	b. No vehicle shall exceed the posted 13 m.p.h. speed limit.
	c. All complaints from other homeowners regarding any infraction of the rules and regulations of the WPME AC will be directed to you, the property owner. It is your responsibility to ensure your contractors, sub-contractors, laborers or their employees comply with all the above.
	d. A signed copy of this checklist will be posted at the construction site.

* These numbers reference the CC&R article number.

Complete and submit with two copies of your plans.

Owner: _____

Lot # _____ Site Address: _____

Cell #: _____ Email: _____

Contractors Name: _____
Address: _____
Cell #: _____ Email: _____

I have read and agree to enforce all provisions of this checklist.

_____	Owner	Date	_____	Owner	Date
_____	Contractor	Date			