

SECTION 3

REVIEW PROCESS SUBMITTAL CHECKLIST

This checklist identifies the submittals and meetings set forth in Section 2 of these guidelines, which are required of each lot/parcel owner prior to starting any major construction on Gainey Ranch. In accordance with the Master Architectural Committee rules, the following submittals will be filed with the Master Architectural Committee: 1) preliminary plan review submittal; 2) final plan review submittal; 3) construction set-up submittal. All submittals will include two (2) sets of required plans, indicating name of owner/builder, architect, lot/parcel number, appropriate scale and date of drawing. The owner/builder is also responsible for scheduling two (2) meetings with the Master Architectural Committee: 1) pre-design meeting; 2) on site approval meeting at the completion of construction. The following is a detailed checklist about each of these requirements in chronological order. In addition the owner/builder is responsible for scheduling a pre-construction meeting with GRCA management to review the Gainey Ranch Construction Policies.

A. PRE-DESIGN MEETING

Owner, architect and representative of the Master Architectural Committee discuss overall design concept.

B. PRELIMINARY PLAN SUBMITTAL

The preliminary design must be reviewed and approved prior to preparation of final plans. The submittal must include:

- _____ The preliminary Architectural Plans (floor plans, elevations, etc.)
- _____ Site Plan/Master Plan
- _____ Preliminary Landscape Plan (See Section 4, Article II, D)
- _____ Preliminary Project Entry Plan
- _____ Preliminary Plat
- _____ Preliminary Engineering (grading, drainage, utility, paving)
- _____ Preliminary Wall Layout (perimeter and golf course)
- _____ Other (i.e.: temporary & permanent signage, lighting, model complex, pool/recreation)

C. FINAL PLAN SUBMITTAL

Following the approval of the preliminary design, final plans shall be prepared and submitted. Final Master Architectural Committee approval is required prior to the start of any construction activity. In addition, all plans are to have necessary City of Scottsdale permits and approvals prior to construction.

The following information must be included in the final submittal.

- _____ Final Architectural Plans (floor plans, elevations, etc.)
- _____ Site Plan/Master Plan
- _____ Final Landscape Plan (see Section 4, Article II, D)
- _____ Final Project Entry Plan
- _____ Final Plat*
- _____ Final Engineering* (grading, drainage, utility, paving)
- _____ Other (i.e., temporary & permanent signage, lighting, model complex, pool/recreation)

*Requires Professional Certification

D. DETAILS

- _____ Manufacturer's samples, exterior colors, finishes
- _____ Sun Control Package - builder/satellite proposed solutions for awnings, trellises, canopies, window treatment
- _____ Gutters & Downspouts
- _____ Equipment Screening
- _____ Mailbox Design
- _____ Trash Enclosure/Pick-up
- _____ Other

E. CONSTRUCTION SET-UP SUBMITTAL

_____ Temporary Construction Office (location, signage, parking, screening, entry)

_____ Storage Yard (location, screening)

_____ Overall Project Set-Up (equipment and material storage, deliveries, traffic flow, parking, dust control, access, trash collection)

_____ Temporary Sales and Marketing Office

_____ Other

F. PRE-CONSTRUCTION MEETING

Owner/builder and representative of Gainey Ranch Community Association discuss construction guidelines and requirements.

G. ON-SITE APPROVAL MEETING

A representative of the Master Architectural Committee meets with the owner or contractor in order to confirm that building conforms to the approved plans at the completion of construction.