

DRAPER LAKE

~ Form A ~

Sketch Review Application

Block: _____ Lot: _____ Lot Type: _____

OWNER

Owner: _____

Address: _____

Telephone: _____

Email: _____

ARCHITECT

Architect/Designer: _____

Address: _____

Telephone: _____

Email: _____

LANDSCAPE

Landscape Architect (If Selected): _____

Address: _____

Telephone: _____

Email: _____

BUILDER

Builder (If Selected): _____

Address: _____

Telephone: _____

Email: _____

*Two sets of Site Plans, Floor Plans, and Elevations are to be submitted

*Submit site survey with topo & trees.

* Please include architectural review fee with submission of sketch review application. (Check payable to: Draper Lake Owners' Association, Inc.)

Date Submitted

Signature

DRAPER LAKE

~ Form B ~

Construction Document Review Application

Block: _____ Lot: _____ Lot Type: _____

OWNER

Owner: _____

Address: _____

Telephone: _____

Email: _____

ARCHITECT

Architect/Designer: _____

Address: _____

Telephone: _____

Email: _____

LANDSCAPE

Landscape Architect (If Selected): _____

Address: _____

Telephone: _____

Email: _____

BUILDER

Builder (If Selected): _____

Address: _____

Telephone: _____

Email: _____

*Be sure to submit Construction Document Review Paperwork BEFORE sending projects out to bid.

* Two sets of the following documents are to be submitted:

Form A (Approved)

Form B

Form C-1

Form C-2

* Two sets of the following drawings are to be submitted:

Site Plan

Floor Plans

Elevations

Details

Landscape Plan

Date Submitted

Signature

DRAPER LAKE

~ Form C-1 ~

Materials & Finishes List

Block: _____ Lot: _____ Lot Type: _____

Identify the proposed materials and colors as noted below. Include pertinent information or samples, such as photographs or cut sheets. Include color sample board for all painted, stained, or factory-colored materials.

<u>Elements</u>	<u>Description</u> (Include manufacturer and product # where appropriate)
Railings	_____
.....	_____
.....	_____
Chimney	_____
.....	_____
.....	_____
Doors: Main Entrance	_____
Doors: Other	_____
.....	_____
.....	_____
.....	_____
Driveway	_____
Pavers	_____
Walks	_____
.....	_____
.....	_____
Garage Door	_____
Fence Gates	_____
Gutter	_____
Exterior Lighting	_____
(Submittal catalog info.)..	_____
Decks	_____
Roofing	_____
.....	_____
.....	_____
Shutters	_____
.....	_____
.....	_____
Soffit	_____
Walls	_____
.....	_____
.....	_____
.....	_____
.....	_____
.....	_____
.....	_____
.....	_____
Windows	_____
.....	_____
.....	_____
.....	_____

Date Submitted

Signature

DRAPER LAKE

~ Form D ~

CONSTRUCTION COMMENCEMENT APPLICATION

- PRECONSTRUCTION MEETING SCHEDULED
ALL THE FOLLOWING ITEMS HAVE BEEN TURNED IN:
 C-2
 COLOR CHIPS
 FIRE SPRINKLER PLAN
 APPROVED FOR GROUNDBREAKING

CONSTRUCTION SHALL NOT COMMENCE UNTIL A FORM D HAS BEEN APPROVED BY THE TOWN ARCHITECT

Block: _____ Lot: _____

OWNER

Owner: _____

Address: _____

Telephone: _____

Email: _____

ARCHITECT

Architect/Designer: _____

Address: _____

Telephone: _____

Email: _____

LANDSCAPE

Landscape Architect (If Selected): _____

Address: _____

Telephone: _____

Email: _____

BUILDER

Builder (If Selected): _____

Address: _____

Telephone: _____

Email: _____

PROVIDE THE FOLLOWING:

- BUILDING PERMIT- TWO (2) COPIES
 WALTON COUNTY NOTICE OF COMMENCEMENT- TWO (2) COPIES
 FORM B (STAMPED APPROVED)
 CONSTRUCTION MANAGEMENT FEE (\$2,500.00)
 BUILDER'S DEPOSIT (\$3500.00)

ATTACH CHECKS TO THIS FORM: THE CHECK SHOULD BE MADE PAYABLE TO DRAPER LAKE OWNERS' ASSOCIATION, IN THE AMOUNT OF \$3500 (\$500 IS NON-REFUNDABLE). I HAVE READ THE REQUIREMENTS REGARDING LANDSCAPE PRESERVATION PROCEDURES AND WILL COMPLY. PLEASE ALSO ATTACH THE NON-REFUNDABLE CONSTRUCTION MANAGEMENT FEE CHECK IN THE AMOUNT OF \$2500.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND WILL COMPLY WITH THE DRAPER LAKE CODEBOOK

Date Submitted

Signature

DRAPER LAKE

~ Form E ~

Minor Change Application

Block: _____ Lot: _____ Lot Type: _____

OWNER

Owner: _____

Address: _____

Telephone: _____

Email: _____

ARCHITECT

Architect/Designer: _____

Address: _____

Telephone: _____

Email: _____

LANDSCAPE

Landscape Architect (If Selected): _____

Address: _____

Telephone: _____

Email: _____

BUILDER

Builder (If Selected): _____

Address: _____

Telephone: _____

Email: _____

*Be sure to attach all applicable drawings or color chips/elevations as necessary to describe the modifications you are submitting.

Date Submitted

Signature

DRAPER LAKE

~ Form F ~

FINAL INSPECTION REQUEST

BLOCK: _____ LOT: _____

OWNER: _____

ARCHITECT/DESIGNER: _____

LANDSCAPE ARCHITECT/PLANT INSTALLER: _____

BUILDER: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

BUILDER'S SIGNATURE
(SEE CERTIFICATION STATEMENT BELOW)

DATE SUBMITTED

TO BE COMPLETED BY BUILDER

TO BE COMPLETED BY DRAPER LAKE

PRIOR TO SUBMITTING THE FINAL INSPECTION REQUEST, THE BUILDER SHALL COMPLETE ALL OF THE ITEMS INDICATED BELOW:	SEE ALSO ATTACHED FINAL INSPECTION NOTES
<input type="checkbox"/> ALL EXTERIOR BUILDING CONSTRUCTION <input type="checkbox"/> ALL EXTERIOR PAINTING <input type="checkbox"/> STORM WATER SYSTEM <input type="checkbox"/> DRIVEWAYS / WALKWAYS / PAVERS <input type="checkbox"/> ALL HARDSCAPE / LANDSCAPE <input type="checkbox"/> SITE AND STAGING CLEANUP	TOWN ARCHITECT: _____ DATE: _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
THE BUILDER SHALL ALSO PROVIDE THE FOLLOWING: <input type="checkbox"/> FINAL CERTIFIED SURVEY <input type="checkbox"/> DRAPER LAKE ARCHITECTURAL FORM OF COMPLETION <input type="checkbox"/> WALTON COUNTY CERTIFICATE OF OCCUPANCY	NOTES:
<input type="checkbox"/> RE-INSPECTION ALL INCOMPLETE ITEMS FROM THE PREVIOUS FINAL INSPECTION ARE NOW COMPLETE.	
MY SIGNATURE ABOVE INDICATES THAT I, THE BUILDER, DO CERTIFY IN GOOD FAITH THAT THE CONTRACTED STRUCTURE ON SAID LOT CONFORMS TO THE DRAPER LAKE CODE AND THE CONSTRUCTION DOCUMENTS AS APPROVED BY DRAPER LAKE. ALL SITE WORK, LANDSCAPING, CLEANING, REMOVAL OF TEMPORARY UTILITIES, AND REPAIR OF DAMAGE TO RIGHT-OF-WAY AND COMMON AREAS HAS BEEN IMPLEMENTED. THIS CONSTITUTES A REQUEST FOR THE RETURN OF THE CONSTRUCTION DEPOSIT.	<input type="checkbox"/> ADDITIONAL NOTES ATTACHED

DRAPER LAKE

~ Form G ~

INSPECTION REQUEST

BLOCK: _____ LOT: _____

OWNER: _____

ARCHITECT/DESIGNER: _____

LANDSCAPE ARCHITECT/PLANT INSTALLER: _____

BUILDER: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

BUILDER'S SIGNATURE
 (SEE CERTIFICATION STATEMENT BELOW)

DATE SUBMITTED

TO BE COMPLETED BY BUILDER

TO BE COMPLETED BY DRAPER LAKE

FOR EACH REQUEST INDICATED, THE BUILDER SHALL COMPLETE ALL OF THE ITEMS BELOW PRIOR TO SUBMITTING INSPECTION REQUEST.	SEE ALSO ATTACHED FINAL INSPECTION NOTES
<input type="checkbox"/> INSPECTION #1 <input type="checkbox"/> ALL STEMWALLS/ FOOTINGS/ PILINGS <input type="checkbox"/> CONCRETE SLABS/ FIRST FLOOR SYSTEMS <input type="checkbox"/> STORM WATER SYSTEMS (ROUGHED) <input type="checkbox"/> RECEIVED THE APPROVED C-2 FORM FROM DRAPER LAKE TOWN ARCHITECT <input type="checkbox"/> SUBMITTED FOUNDATION WALL SURVEY TO TOWN ARCHITECT	TOWN ARCHITECT: _____ DATE: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<input type="checkbox"/> INSPECTION #2 <input type="checkbox"/> EXTERIOR WALL FRAMING / SHEATHING <input type="checkbox"/> ROOF FRAMING AND DECKING <input type="checkbox"/> UTILITIES (ROUGHED)	NOTES:
<input type="checkbox"/> INSPECTION #3 <input type="checkbox"/> WINDOWS HUNG <input type="checkbox"/> EXTERIOR DOORS HUNG <input type="checkbox"/> FINISHED ROOF	
<input type="checkbox"/> INSPECTION #4 <input type="checkbox"/> EXTERIOR WALL SIDING / VENEER APPLIED <input type="checkbox"/> EXTERIOR TRIM WORK, COLUMNS, BALCONIES INSTALLED <input type="checkbox"/> RECEIVED APPROVED LANDSCAPE / HARDSCAPE PLAN FROM TOWN ARCHITECT	

DRAPER LAKE

~ Form H ~

ALTERATION / RENOVATION / REPAIR APPLICATION

ANY IMPROVEMENTS MADE TO A HOUSE / PROPERTY SHALL HAVE AN APPROVED ALTERATION / RENOVATION / REPAIR APPLICATION PRIOR TO BEGINNING ANY IMPROVEMENT WORK.

Block: _____ Lot: _____

OWNER

Owner: _____

Address: _____

Telephone: _____

Email: _____

ARCHITECT

Architect / Designer: _____

Address: _____

Telephone: _____

Email: _____

BUILDER

Builder / Improvement Work Performed by (If Selected): _____

Address: _____

Telephone: _____

Email: _____

INDICATE SUBMITTED ALTERATION / RENOVATION / REPAIR BELOW:

ADDITION EXTERIOR ALTERATIONS REPAINT / STAIN PAVER / LANDSCAPE POOL REPAIR OTHER

INDICATE LOCATION OF THE WORK:

MAIN HOUSE CARRIAGE HOUSE INTERIOR EXTERIOR SITE

PROVIDE THE FOLLOWING AS NECESSARY:

PLANS / DETAILS / DRAWINGS WALTON COUNTY BUILDING PERMIT

IF THE PLANS SUBMITTED ARE LARGER THAN 11X17 PLEASE PROVIDE DIGITAL COPIES

PROVIDE A DETAILED DESCRIPTION OF THE WORK:

**SEE CONSTRUCTION DEPOSIT SCHEDULE FOR ALTERATION / RENOVATION / REPAIR WORK INDICATED ABOVE
MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND WILL COMPLY WITH THE DRAPER LAKE CODE BOOK**

Date Submitted

Signature

DRAPER LAKE

~ Form I ~

FINAL INSPECTION REQUEST FOR ALTERATIONS/RENOVATIONS

BLOCK: _____ LOT: _____

OWNER: _____

ARCHITECT/DESIGNER: _____

LANDSCAPE ARCHITECT/PLANT INSTALLER: _____

BUILDER: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

BUILDER'S SIGNATURE
(SEE CERTIFICATION STATEMENT BELOW)

DATE SUBMITTED

TO BE COMPLETED BY BUILDER	TO BE COMPLETED BY DRAPER LAKE
<p>ALL WORK AUTHORIZED BY "FORM H", ALTERATION/RENOVATION APPLICATION DATED, _____ HAS BEEN COMPLETED.</p>	<p>SEE ALSO ATTACHED FINAL INSPECTION NOTES</p>
<p> <input type="checkbox"/> ALL EXTERIOR BUILDING CONSTRUCTION <input type="checkbox"/> ALL EXTERIOR PAINTING <input type="checkbox"/> DRIVEWAYS / WALKWAYS / PAVERS <input type="checkbox"/> ALL HARDSCAPE / LANDSCAPE <input type="checkbox"/> SITE AND STAGING CLEANUP </p>	<p>TOWN ARCHITECT: _____</p> <p>DATE: _____</p> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED </p>
<p> <input type="checkbox"/> RE-INSPECTION ALL INCOMPLETE ITEMS FROM THE PREVIOUS FINAL INSPECTION ARE NOW COMPLETE. </p>	<p>NOTES:</p>
<p>MY SIGNATURE ABOVE INDICATES THAT I, THE BUILDER, DO CERTIFY IN GOOD FAITH THAT THE CONTRACTED STRUCTURE ON SAID LOT CONFORMS TO THE DRAPER LAKE CODE AND THE CONSTRUCTION DOCUMENTS AS APPROVED BY THE DRAPER LAKE TOWN ARCHITECT. ALL SITE WORK, LANDSCAPING, CLEANING, REMOVAL OF TEMPORARY UTILITIES, AND REPAIR OF DAMAGE TO RIGHT-OF-WAY AND COMMON AREAS HAS BEEN IMPLEMENTED. THIS CONSTITUTES A REQUEST FOR THE RETURN OF THE CONSTRUCTION DEPOSIT.</p>	<p><input type="checkbox"/> ADDITIONAL NOTES ATTACHED</p>

DRAPER LAKE

Date Submitted: _____

ARCHITECTURAL CERTIFICATE OF COMPLETION

Block [] Lot []

Name / Address of Homeowner:

Name / Address of Architect:

Name / Address of Builder:

*As outlined in the Draper Lake *Final Approval and Specifications* letter the requirement to deliver a *Certificate of Completion* by the practicing architect is set forth as a requirement by the Draper Lake Owners' Association, Inc.

This *Certificate of Completion* shall serve as final confirmation by the *homeowner's architect* that all improvements have been constructed in strict accordance with the approved Plans and Specifications dated: _____ and approved by the Draper Lake Town Architect on _____. *This certificate shall be signed and sealed by the homeowner's architect prior to (as provided for in the Declaration) the occupancy of any improvements.*

Architect's Signature: _____ Date: _____

(Affix Seal On / Beneath Signature)