

**CARY CREEK MASTER OWNER'S ASSOCIATION
DRB SUBMITTAL FORM**

Submitted by: _____

Builder/Owner Name & Cell Number: _____

Plan Name: _____

Elevation Name: _____

Lot #: _____

Street Address: _____

Home List Price: _____ Home SF: (H/C) _____

\$/ SF: _____ Required Landscape Budget: _____

Date Submitted: _____

Date Accepted as Complete: _____

Submittal Checklist

Completed Application Form

One Copy of all Plans (not larger than 11x17)

Site Plan: (All Required)

- Graphic and Written Scale
- Builder Name, Plan Name and Lot #
- Property lines, setbacks and easements with dimensions, including driveway and driveway buffer dimensions
- Building main level floor plan with window and door locations, door overhangs and any accessory building
- Clearing Limits – not to exceed necessary construction zone (indicate on plan)
- Driveway location and dimensions (include any special materials if other than concrete).
- Sidewalk locations and dimensions (include any special materials if other than concrete). Sidewalk should include neighborhood sidewalks at the street when applicable.
- Locations of all accessory structures including decks, trellises, fences, patios, pools, pool equipment, gazebos, water features, etc.
- Fencing and retaining walls materials, locations and elevation if proposed
- Service areas and method of screening
- Meter and other utility locations
- See CHECKLIST for additional items

Architectural Plans:

- Graphic and Written Scale
- Builder Name, Plan Name and Lot #
- Floor Plans (All floors including foundation plan)
- Roofing Plan
- Front, side and rear elevations (all alternate elevations to a plan should be noted and submitted if requesting master approval for a plan type)
- If elevation drawings do not clearly show or call out window type, shutter styles, gutter type and locations, front door selection and garage door type or other items as called for in the Manual, a separate material selection sheet should be submitted for each item
- See CHECKLIST for additional items

Landscape Plan: (In addition to the site plan items above)

- Graphic and Written Scale
- Builder Name, Plan Name and Lot #
- Location of all lawn areas and bed lines
- Location of all proposed plant material with name callout
- Plant list with quantities with unit price installed, botanical names, common names, sizes and specifications
- Additional drainage requirements not indicated on the submitted site plan
- Location and specifications of all exterior lighting fixtures
- See CHECKLIST for additional items

For alterations and additions, please submit as specified above for the area in which approval is requested.

Review is only for conformance with the Cary Creek Design Manual. The Builder is entirely responsible for compliance with the Cary Creek Design Manual, covenants and restrictions, ordinances and other applicable codes, regulations, etc. DRB comments are as attached and noted on submittal.

APPROVED **APPROVED AS NOTED** **NOT APPROVED** **RESUBMIT**

Reviewed By

Date

Cary Creek DRB Representative

Comments: