

## CHECKLIST FOR PRE-CONSTRUCTION REQUIREMENTS

Following up on the final approval that you recently received for your project, this letter reviews the requirements that are standard conditions of all approvals in Starwood and that are to be met prior to the start of construction. These steps are described more fully in the Starwood Architectural Procedures and the Starwood Metropolitan District Rules and Regulations, both of which are available on-line at [www.starwood.org](http://www.starwood.org). The following summarizes the requirements and documents in an outline format that we hope will assist you in submitting everything in a timely way so that the start of your construction can occur on whatever date you may have planned.

**Please note that completion of these items so that construction can begin on your scheduled start date is largely dependent on the Property Owner and his team supplying complete information to Starwood in a timely way.**

**1. Irrigation System approvals**

- Step 1 - Approval by the Red Mountain Ditch Company
  - i. The Property Owner or his representative is required to submit complete irrigation and ditch take-out plans to the Red Mountain Ditch Company [RMDC] and obtain their written approval before submitting the irrigation plans to the Starwood Metro District for approval. ***The Red Mountain Ditch Company is an entity completely independent of Starwood, and we have no control over their schedule for approving plans or their requirements.***
  - ii. Contact Jim Auster for the RMDC at 925-4952.
  - iii. Obtain a letter of approval or a set of signed plans and proceed to Step 2.
- Step 2 - Approval by the Starwood Metropolitan District
  - i. Submit 2 full size copies and 1 reduced [no larger than 11x17] copy of all irrigation drawings, ***along with written approval of the irrigation plans by RMDC***, showing compliance with the 10 gpm design limit and other requirements of the Metro District. Plans should be submitted to the Starwood Architectural Advisor. The Starwood Metropolitan District Rules and Regulations are available at [www.starwood.org](http://www.starwood.org).
  - ii. Allow at least several days to a week or more for review and approval by Starwood upon receipt of the plans. We handle these reviews as promptly as schedules allow, but sometimes there are issues that need to be reviewed and approved by the Metro Board.
  - iii. The more complete the information and the more fully it complies with the Metro District rules and design requirements, the quicker the approval.

**2. Landscape Guarantee and Exhibits**

- Step 1 - Owner to assemble exhibits for the Guarantee
  - i. The Property Owner or his Architect obtains a complete cost estimate or bid for the landscaping and irrigation that is included in the approved plans. This cost will be the basis for the amount of the Landscape Guarantee.
    - (1) The information must be in a line item format showing 1) type and size of material,

2) quantities, 3) unit price, and 4) total price for the line item. This information is required for Starwood to review any requests during landscape installation to draw on deposited funds for progress payments as work is completed. Please review the Architectural Procedures for complete information.

- ii. 8½ x 11 copies of the following drawings are to be submitted to the Starwood Architectural Advisor as exhibits to the Landscape Guarantee;
    - (1) The approved landscape plans
    - (2) The complete irrigation plans as approved by the Red Mountain Ditch Company and the Starwood Metropolitan District.
  - iii. If one was not provided to Starwood as part of the approval process, a copy of the current property deed.
- Step 2 - Submit all of the items required in Step 1 to the Starwood Architectural Advisor.
  - Step 3 - Completing the Landscape Guarantee
    - i. Starwood will then prepare the Landscape Guarantee and will send it to the Property Owner for signature and return to Starwood along with a check for the amount included in the Guarantee.
    - ii. Along with the check, please provide the full name and Social Security number under which the funds should be held in an interest-bearing account. Please refer to the Architectural Procedures for more information about funds held as security.

### **3. Water Privilege Tap Fee**

- The information to determine the Water Privilege Tap Fee is required to be submitted by the Property Owner or his Architect in the Final Review application. By the time of the Final Approval, Starwood has documented the Tap Fee due in a spreadsheet and has sent copies to the Homeowners Association, the Metro District and the Property Owner's Architect.
- The Starwood Metropolitan District will send a copy of this spreadsheet to the Property Owner for payment upon Final Approval.
- This fee is to be paid prior to the start of any work on site.

### **4. Road Cut Deposit**

- A Road Cut Deposit is required whenever a Starwood road will be cut into for connection to or modification of any utilities. The amount of the deposit is \$3,000. and the check should be made payable to the Starwood Metropolitan District.
- Along with the check, please provide the full name and Social Security number under which the funds should be held in an interest-bearing account.
- If you know that you will need to cut into a Starwood road, please include this check with your application for Final Review. If it is not included, the Architectural Advisor will determine whether it is required at the time that plans are submitted, and the check should be delivered to the Architectural Advisor prior to the Final Review meeting.
- If no deposit is required at Final Review and circumstances change afterwards so that a road cut will be needed, this deposit becomes due and payable.

### **5. Construction Deposit**

- The Starwood Architectural Advisor will advise the Owner's Architect of the amount of the Construction Deposit, as set forth in the fee schedule contained in the Architectural Procedures, when plans are submitted for Final Review.
- The Owner should deliver a check for that amount to the Architectural Advisor, made payable to the Starwood Homeowners Association, prior to the Final Review.
- Along with the check, please provide the full name and Social Security number under which the funds should be held in an interest-bearing account.

**6. The Final Step... completing the Starwood Architectural Approval Agreement**

- Once all of the above items 1 through 5 have been completed, Starwood will prepare a document for signature by the Property Owner which summarizes all of the fees and deposits that have been made, documents the approval by the Architectural Committee, and sets forth other terms and conditions that apply to all Architectural Committee approvals in Starwood.
- ***The Architectural Approval Agreement cannot be prepared by Starwood until all of the information above has been supplied by the Property Owner and accepted as complete and correct by Starwood.***
- The form to be used for this agreement is attached for your information and reference.
- Once the Starwood Architectural Approval Agreement has been signed by Starwood and the Property Owner and then notarized, all pre-construction paperwork has been completed.

**7. Construction Fencing**

- If discussed during your Architectural Committee reviews and/or included as a condition of your Final Approval, ***construction fencing and 1041 fencing is to be reviewed and approved on site prior to your scheduled date for start of construction.***
- Step 1 - Call the Architectural Advisor at least one week prior to, and preferably well in advance of, the date at which you would like to review the proposed locations for construction fencing.
- Step 2 - Pre-fencing Meeting. The Property Owner's Architect and/or General Contractor should bring copies of the approved site plan and the approved landscape plan to the Architectural Advisor's office for a short review of the general routing of fencing.
- Step 3 - Based on that sketched plan, the Contractor will then place either construction fencing or temporary surveyor's tape in the places agreed upon and will call the Architectural Advisor to schedule a site review.
- After the site review, any temporary surveyors' tape will need to be replaced by "permanent" construction fencing in the approved locations.
- The construction and 1041 protective fencing must be completely in place prior to any work on site or removal of any existing vegetation.
- Black or green plastic or woven fencing is preferred. Orange fencing is not preferred, but is not prohibited.

**CONTACT INFORMATION**

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STARWOOD METROPOLITAN DISTRICT**

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