

**QUIET WATER  
DESIGN REVIEW COMMITTEE  
SUBMITTAL GUIDELINES**

**WRITTEN REQUEST:**

Provide written request to Design Review Committee (DRC). Describe what is being requested. Provide owner's full name, current mailing address, and email address. Provide property address, written description of proposed work / improvements. The request may be in the form of an email to the DRC Chair Person, or mailed letter.

Provide written summary of how the requirements of Quiet Water CC&Rs and Rules & Regulations (pertaining to the proposed work) were met. i.e., setbacks, design requirements, height restrictions, etc. Address each applicable Standard or Requirement.

**DRAWINGS:**

**Drawing format:**

For First Review, submit one full-size set of drawings, and PDF file written in 8.5x11 format for each drawing. Make sure the PDFs CLEARLY show all line work, lettering, etc.

For Second Review (after making any corrections, additional information, clarifications, etc. as requested by DRC – or when notified by DRC that the First Review submittal is acceptable), submit three (3) full size sets of drawings, and PDF files written in 8.5x11 format for each revised drawing. Make sure the PDFs CLEARLY show all line work, lettering, etc. Owner will receive two (2) sets of full-size drawings and an email or letter indicating Approval. Approval may carry stipulations.

All dimensions, lettering, linework, etc. shall be of a size as to be readable when the drawing is reduced for PDF file as noted above. Date each submittal.

**SITE PLAN:**

Provide Site Plan, to scale showing: north arrow, graphic scale, existing ground contours, proposed finished grade contours, outline of proposed structure, overhangs, decks, stairs, and other physical features. Site Plan shall be fully dimensioned, showing all structure overall dimensions, and dimensions to property lines.

Contour information may be omitted where proposed work is an addition or modification to an existing structure.

**FLOOR PLAN:**

For New Projects: Provide fully dimensioned Floor Plan, to scale with north arrow and graphic scale, showing all exterior door and window locations, any "pop-outs", decks, stairs, overhanging elements such as roof lines (dashed line). Dimensions shall be complete and include all exterior physical features.

For Additions and Remodels: Provide dimensioned Floor Plan, to scale with north arrow and graphic scale, showing overall structure footprint, decks, stairs, overhanging elements such as roof lines (dashed line). Indicate proposed changes / additions, etc. Dimension new elements to existing structure.

**EXTERIOR ELEVATIONS:**

For new projects: Provide Exterior Elevations, to scale with with graphic scale, showing all exterior door and window locations and configurations, any “pop-outs”, decks, stairs, overhanging elements such as roof lines. Dimension all heights (top of plate, heights of each physical element, overall height, etc.), and all overhangs. Clearly indicate all proposed materials, finishes, and colors.

For Additions and Remodels: Provide Exterior Elevations, to scale with with graphic scale, showing all existing exterior elements and configuration of proposed addition / remodel work. Dimension all heights pertaining to Addition / Remodel location. Clearly indicate all proposed materials, finishes, and colors. Submittal shall clearly show what is being proposed and how it relates to the existing structure.

**CROSS-SECTION:**

For New Projects, provide at least one Building Cross Section, taken at a location that best describes the proposed work and its relationship to the property. Label and dimension all heights and overhangs.

**LANDSCAPE PLAN:**

If Landscaping is to be included, provide landscape plan showing proposed finished grade contours, retaining walls, plantings, walkways, etc. Clearly indicate all materials, plant material names, etc.

**SAMPLES & MATERIALS:**

Provide samples / color-chips of proposed building colors (main colors and trim colors). Provide brochure or sample of proposed roofing materials, clearing indicating proposed colors and textures. Provide brochure for windows, clearly describing materials, configurations and proposed frame colors.