



**CENTENNIAL-SOUTHSHORE
MANAGEMENT COMMITTEE
PROJECT APPROVAL APPLICATION PACKET**

The Management Committee ("MC") of Centennial-Southshore exists to enforce the community's high standards for design and use of homes and property. When an owner wishes to construct a home or other improvement, remodel an existing home, or otherwise alter a building lot, application must be made to the Committee for approval of the plans. An owner desiring to make an addition or modification should complete the attached documents (the "Application Packet") and submit them to the MC for consideration and approval.

A complete Submission Packet must include each of the following:

1. A completed and signed Application for Project Approval;
2. A completed and signed Construction Agreement;
3. A completed Management Committee Checklist;
4. Small samples of any exterior materials to be used; and,
5. One set of preliminary or final documents as outlined on the following pages.

Notice of the MC decision will be mailed to the applicant within thirty (30) days from the date of the MC meeting following receipt of the completed application. Please note that failure to submit any of the documentation and/or materials listed above is grounds for denial. The following terms are applicable to all approved plans:

1. Construction approval is valid for one year. If construction has not begun in that time, a new Packet must be submitted for MC approval.
2. Unless otherwise arranged with the MC, all approved construction must be completed within one (1) year from the date construction has begun.
3. The MC assumes no liability and makes no representations relating to encroachments into platted setbacks, easements or neighboring property. Be sure to check the plat of your lot and property lines to avoid encroachment and trespass.

**CENTENNIAL-SOUTHSHORE
MANAGEMENT COMMITTEE
APPLICATION FOR PROJECT APPROVAL**

Date Received _____
Received By _____

Property Owner(s)/Applicant _____
Lot _____ Block _____ Phase _____ Date _____

Applicant Address _____

Telephone() _____

Architect/Designer _____
Telephone() _____

Contractor _____
Telephone() _____

Submittal for: New Construction [] Alteration []

Area (square footage) of house/alteration _____

Estimated completion date of all exterior work, including landscaping _____

**CENTENNIAL-SOUTHSHORE
MANAGEMENT COMMITTEE
CONSTRUCTION AGREEMENT**

Property Owner(s)/Applicant _____
Lot _____ Block _____ Phase _____

I/we have read the applicable Centennial-Southshore Declaration of Covenants and submission packet materials and fully understand the requirements of this procedure.

I/we understand that an approval is specific to the plans and/or materials submitted, and that any deviation from the approved plans must be re-submitted to the MC for further consideration.

I/we assume responsibility for any and all damage caused to adjacent lots, easements or my/our property which are the result of actions by me and/or my agents over the course of this project.

SIGNATURES

(All owners' signatures required)

Date _____	_____
Date _____	_____
Date _____	_____
Date _____	_____

**CENTENNIAL-SOUTHSHORES DEVELOPMENT
MANAGEMENT COMMITTEE
CHECKLIST**

Property Owner(s)/Applicant _____
Lot _____ Block _____ Phase _____ Date _____

The following items, where relevant, must be included in the MC Approval Submission. Please check off each item included in your packet.

A. SITE PLAN

- _____ 1. Existing and finish grades and drainage
- _____ 2. Minimum scale: 1" = 30'-0"
- _____ 3. Building location (house, garages, carports, storage, other)
- _____ 4. Property lines and dimensions
- _____ 5. Driveway, parking areas, walks, patios, decks, service yards (indicate materials)
- _____ 6. Privacy screening, fences (show elevations, details and materials on elevation sheets)
- _____ 7. North arrow
- _____ 8. Setbacks and easements
- _____ 9. Location of utility services, meters, A/C units
- _____ 10. Lot number, names of adjacent roads
- _____ 11. Roof plan (minimum scale 1/4" = 1'-0")
- _____ 12. Coverage, builder envelope, see footprint size

B. FLOOR PLAN(S)

- _____ 1. Minimum scale: 1/4" = 1'-0"
- _____ 2. Exterior walls
- _____ 3. Exterior lights (location and mounting heights)
- _____ 4. Decks, porches and patios
- _____ 5. Electric and gas meter locations
- _____ 6. North arrow
- _____ 7. Trash receptacles (locations - how screened and how accessed)
- _____ 8. Type and location of heating and cooling system
- _____ 9. Square footage of each floor, plus total square footage, including garage. (footprint/builder envelope)

C. BUILDING ELEVATIONS (ALL VIEWS)

- _____ 1. Scale: 1/4" = 1'-0", showing ALL exterior building features
- _____ 2. Roof - note materials (if materials or direction of application are a feature of the design, so indicate)
- _____ 3. Siding (graphically show and note material and direction of application). Attach samples.
- _____ 4. Chimney chases (graphically show and note materials, graphically show type of chimney cap proposed)
- _____ 5. Trim - graphically show and note type and size of trim at windows, doors, corners, etc.
- _____ 6. Railings, decks, privacy screens, fences - indicate relationship to composition of house, note materials.
- _____ 7. Roof and attic vents - correctly show size per UBC, locations and types
- _____ 8. **IMPORTANT**. Note generically ALL exterior materials and finishes (e.g. painted hardboard siding, stained wood siding) on these drawings (include more detailed information on materials, attach samples)
- _____ 9. **IMPORTANT**. Show the proposed structure's finished floor level in relation to the finished grade.

D. LANDSCAPE PLAN

- _____ 1. Berms indicated
- _____ 2. Treatment of private open space areas indicated

E. OUTLINE SPECIFICATIONS

- _____ 1. Site Work
 - a. Driveways and parking areas _____
 - b. Walks _____
 - c. Patios _____
 - d. Decks _____
 - e. Screens and fences _____
- _____ 2. Foundation - type and finish _____

- _____ 3. Exterior masonry (submit actual samples sufficient to show full range of colors)
- a. Types _____
- _____
- b. Locations _____
- _____
- _____ 4. Exterior metals (submit actual samples for review)
- a. Types _____
- _____
- b. Locations _____
- _____
- c. Finishes (colors) attach samples for review _____
- _____
- _____ 5. Exterior wood (attach samples for review)
- a. Siding (species, grade, pattern) _____
- _____
- b. Trim (species, grade) _____
- _____
- c. Fascia (species, grade) _____
- _____
- d. Decks _____
- _____
- e. Soffit _____
- _____
- f. Batts/joint covers _____
- _____
- _____ 6. Other exterior materials (attach samples sufficient to show full range of type and colors)
- a. Siding _____
- _____
- b. Trim _____
- _____
- c. Fascia _____
- _____
- d. Soffit _____
- _____
- e. Joint covers _____
- _____
- _____ 7. Roof (attach samples of material showing color)
- a. Roofing materials _____
- _____
- b. Flashing materials (type and color) _____
- _____
- _____

- c. Roof finish/color _____
- d. Skylights (type) _____

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