



Building Process and Review Schedule

BEFORE CONSTRUCTION BEGINS:

1. Preliminary building review discussion

- Discussion of Mountainside Village design and construction performance requirements.
- The owner, design, and construction teams if selected will have the opportunity to informally benefit from the experience and insights of those who have worked with the Mountainside Village Lot Standards, Building Envelopes, Design Code and Building Process.
- *No submissions or fees are required.*

2. Design Review of building plans with the Mountainside Village Design Review Committee (DRC) and Village Architect¹

During this review, builder will submit:

- Drawings and supplementary submissions indicating site plan, appearance, structural systems, and finish materials and color form. Submission templates are available. Two sets of plans shall be submitted for review. One signed set will be returned to the Builder or Homeowner.
- Drawings and supplementary submissions indicating landscaping plan, appearance, and irrigation.
- 50% of Review Fee is due with submission.

3. Issuing of MsV Approval to Build Letter

- Upon approval of a design, the DRC and Village Architect will issue an approval letter. The standard approval letter outlines specific expectations for each project.
- The approval letter must be signed by a representative of the DRC and the builder.
- The balance of the Review Fee is due prior to or at the time of issuing the Approval to Build letter.
- Builder Agreement is signed by Builder indicating that he/she has read, understands and commits to abide by the Builder Rules and Regulations.
- The Construction Performance deposit paid to Mountainside Village Association will be refunded in full upon meeting Mountainside Village Design Review and Construction commitments. This deposit is intended to ensure that builders in Mountainside Village meet the requirements for building in the Village and complete construction and landscaping in accordance with DRC approved plans and follow the common sense practices to be a good neighbor during construction.
- A review certificate will be given to the builder to be signed off on during construction reviews.

¹ ***Important Design Review Note: The DRC will respond to applications as quickly as possible. Review begins with the receipt of application materials and the review fee. Review time is expected to be one to two weeks. Complete applications will speed review. If approval is not granted in 30 days, the application will be deemed unapproved.***



4. City Permitting

- The MsV Approval to Build Letter and all other necessary documents shall be submitted to City of Victor in conjunction with building permit application.

DURING CONSTRUCTION:

5. **Construction Review.** It is the responsibility of the builder to schedule periodic inspections with the Village Architect or DRC Representative. At the discretion of the Village Architect these reviews may be combined or split into multiple inspections.

- **Pre-construction meeting, staking, and grading review.** Corner and grade stakes as outlined in the review letter shall be in place for review at least one week prior to the commencement of construction. The builder will meet on site with the Village Architect to review the staked structure location and identified finish floor and deck elevations. This is also an opportunity to discuss any site specifics of building in Mountainside Village. There shall be no foundation excavation prior to obtaining this approval.
- **Rough Grading, Framing, Insulation, and Glazing Review.** Mountainside Village DRC will verify that the design submitted is what is being built; that rough grading is appropriate; that high performance framing and insulation requirements have been met; and that the approved glazing systems have been used.
- **Exterior Finish Materials Review.** Compliance with all approved finish materials must be documented.
- **Finish grading and landscaping review.** Compliance with the approved grading and landscaping plans will be reviewed.
- **Any significant variance from the approved plans must be submitted to the DRC for review prior to constructing such variance from plans.** These proposals shall be submitted *no less than two weeks* before building of the variance begins.
- **Code compliance and structural design and construction practices** are the purview of local building inspectors, not the Mountainside Village DRC.

AFTER CONSTRUCTION:

6. Post-construction certification.

- Landscaping must be completed within 30 days of Certificate of Occupancy, or within the first 45 days of the next possible planting season; whichever comes first
- Builder will provide the homeowner with documentation that all building requirements of the DRC have been met
- Once all requirements have been met, performance deposit will be returned. Deductions from the deposit will be incurred for infractions of the Mountainside Village Regulations, failure to complete conditions of approval or damage to neighborhood improvements.
- A Letter of compliance by the Mountainside Village DRC will be issued.