

Pinebrook Homeowners Association
Application for Structural Alteration or Architectural Change to Lot or Home

SUMMARY OF PROCESS

1. Owner obtains an application packet from the Pinebrook Homeowners Association website, www.pbhoa.org. Current contact information for architectural review is available under the Contact Us page.
2. The Architectural Control Committee (the “AC”) meets the 1st and 3rd Thursday of each month when Applications have been submitted. All Application submittals must be received not later than 3:00 PM on the Tuesday prior to the Thursday meeting in order to be placed on the Agenda.
3. All Applications submitted will be reviewed by the AC for the integrity of the design scheme, quality of construction and appearance.
4. The Application must be approved in writing by the AC prior to owner applying for a building permit from Summit County, Utah.
5. The application for a building permit must be filed within thirty (30) days after written notice of preliminary approval is provided to owner.
6. The Review of an Application submitted may be picked-up at the office of the Gorgoza Mutual Water Company after 9:00 AM on the Friday following the meeting of the AC. The AC will notify the owner in writing of its decision and any contingencies. Revised drawings, plans, specifications, material and color boards and contractor agreements may be required.
7. If “Preliminarily Approved,” the owner signs the “red stamped plans” and leaves a copy for the AC file.
8. If “Preliminary Approved is Conditional,” the owner will be required to satisfy the conditions imposed by the AC.
9. If “Not-Approved,” the owner will be required to make the changes indicated by the AC.
10. The Application must also be approved in writing by all of the appropriate governmental agencies and all fees, licenses and permits must be paid or obtained PRIOR to the commencement of any construction.

11. The Application **MUST** include at least the following items. Incomplete Applications will **NOT** be reviewed:
 - Two (2) complete sets of plans and specifications;
 - Material and color board;
 - Two (2) complete sets of construction plan approval agreement;
 - Boundary survey
 - A \$25.00 processing fee (Make checks payable to the “Pinebrook Architectural Control Committee” or “PBACC”);
 - (Up to) \$1,500.00 fee for administration and review (Make checks payable to the “Pinebrook Architectural Control Committee” or “PBACC”);
 - The initialed check list for the application; and
 - Any other item required by the AC.

12. The plans and specifications **MUST** meet the minimum standards of good architectural practice of quality of construction materials and workmanship, and contain sufficient architectural and engineering information, and **SHALL** include at least the following items:
 - Site plan showing both the existing and new grade elevations, allowable building envelope (area) and building setbacks;
 - Floor plan showing each floor level, the square footage of each floor level and the total square footage;
 - Building elevations, including a separate elevation for each outside wall, the existing and finish grades, and overall height;
 - Building sections;
 - Details and specifications;
 - Contractor’s agreement;
 - Proposed time of construction, including the starting and projected date of completion; and
 - Any other item required by the AC.

13. The materials and color board **MUST** satisfy the following conditions:
 - The boards shall be no larger than 18” x 24”;
 - All material and color samples must be securely attached;
 - The material and color samples must be no smaller than 4” x 4”;
 - A separate sample must be provided for each different material and color;
 - Examples of construction materials or items required include but are not limited to the following:
 - Stone;
 - Roofing material;

- Siding;
 - Trim;
 - Windows and frames; and
 - Soffit and fascia.
14. The Construction Plan Approval Agreement MUST be signed by an authorized representative of the AC, owner and Contractor. The Agreement shall include the contractor’s name, address, phone number, fax number, e-mail address, license number, a description of his bond including the amount, and a copy of his certificate of insurance naming the Pinebrook Homeowners Association as a “Certificate Holder.”
 15. Owner obtains a building permit from Summit County, Utah (the “County”).
 16. Owner provides the AC with a copy of the building permit and the plans and specifications stamped “Approved” by the County. The approved plans and specifications must be identical to those preliminarily approved by the AC.
 17. If all plans are identical and there has not been a change in circumstances, the AC will grant “Final Approval” in writing to the owner.
 18. Construction may begin as scheduled, subject to any conditions imposed by the County, AC and/or the construction rules.
 19. The AC may inspect the construction from time to time.
 20. A contract with Gorgoza Mutual Water Co. may be required.
 21. The AC will require at owner’s expense an “as built” Foundation Survey sufficient to establish all required set-backs, the location of the foundation and the building envelope. If there is no building envelope, then Owner shall satisfy this requirement by providing a survey showing the lot lines. The foundation must be within the building envelope (or if there is not building envelope, then within the lot lines) and the set-backs must clearly satisfy the requirements established by the County).
 22. The AC may also require at owner’s expense an “as built” survey of the home and all lot improvements.

By: _____
 Name Date