

Craneridge Association. Inc.

Architectural Committee - New Build Checklist

Purpose: Ensure compliance with HOA guidelines, zoning laws, and proper integration with existing homes while preventing drainage or easement issues.

Please review the Architectural Control Committee Webpage:
<https://craneridge.org/architectural-control-committee/>

1. Property Boundaries & Easements

- ☐ **Verify Lot Placement** – Ensure the structure is fully within the owner's lot and does not encroach on easements or neighboring properties.
- ☐ **Confirm Easements** – Identify all utility, drainage, and access easements and ensure no structures, driveways, or landscaping interfere with them.

2. Site Plan Approval

- ☐ **Submit a Scaled Site Plan** – The applicant must provide a professional site plan showing:
 - Home footprint with precise dimensions
 - Setbacks from all property lines
 - Proposed Driveway location (ingress and easement must be approved by the BOD)
 - Any additional structures (garages, sheds, etc.)
 - Landscaping and drainage plans
- ☐ **Verify Setbacks** – Ensure compliance with HOA and city setback regulations.
- ☐ **Confirm Compatibility** – Ensure the new build aligns with neighborhood aesthetic standards.

3. Driveway Placement & Materials

- ☐ **Driveway Location Approval** – Ensure the placement does not:
 - Encroach on easements
 - Create safety hazards for neighboring properties or road access
 - Disrupt existing drainage paths
- ☐ **Material & Appearance Approval** – Require details on driveway materials, color, and texture to align with neighborhood aesthetics.

4. Drainage & Engineering Study

- ☐ **Engineering Study (Only Required if water runoff will be an issue)**– If the property is at the top of a hill, a professional drainage impact study is mandatory. The study must include:
 - How the new construction will affect water runoff
 - Plans to prevent water from flowing onto neighboring properties
 - Proposed drainage solutions (e.g., grading, retention basins, swales)
- ☐ **HOA Engineer Review** (if requested by HOA)– The HOA may require an independent engineering review to ensure compliance.

5. Home Design, Exterior Appearance & Community Aesthetic

□ **Overall Architectural Style** – Must align with the community's design standards and maintain visual harmony.

- Roof color and materials - Should be compatible with existing homes in the neighborhood
- Exterior Colors and Finishes – Require pre-approval to ensure they blend with the community's character.
- Windows, Doors, and Trim – Should be proportionate and visually cohesive with surrounding homes.

5. Woodlands & Habitat Committee Approval (Tree Removal & Environmental Impact)

□ **Approval Required for Tree Removal** – Homeowners must work with the Woodlands & Habitat Committee before removing trees for construction. To start the process, fill out the following form online https://docs.google.com/forms/d/e/1FAIpQLSfafNvRI-pove8hSaE7poCu4gcOdIXSq6240b3yGMq3_4yO0g/viewform

The committee will evaluate:

- The necessity of tree removal.
- Potential environmental impacts.
- Required mitigation measures, such as planting replacement trees or erosion control.

□ **Habitat & Green Space Protection** – Ensure construction plans minimize disruption to natural habitats and align with community environmental policies.

6. Neighbor Communication & Notification

□ **Communication Between New Homeowners and Neighbors** – The new homeowner should be inform adjacent neighbors about:

- The construction timeline and potential disruptions (noise, equipment, traffic, etc.).
- How the project may affect shared property lines or views.
- Drainage plans and how the new build will prevent runoff issues for existing homes.
- HOA Assistance if Needed – The HOA can act as a mediator if concerns arise between neighbors.

7. Construction & Compliance

□ **Construction Timeline & Permits** – Confirm that required permits are obtained before construction begins.

□ **HOA Inspection During Construction** – Require periodic check-ins to verify compliance with the approved plan.

8. Final Approval & Compliance Review

□ **Final Site Inspection** – Ensure the finished home and driveway match the approved plan.

□ **Drainage System Verification** (if required by Committee)– Confirm that the engineered drainage solutions function as intended.