

INSTRUCTIONS FOR COMPLETING THE REVIEW AND APPROVAL FORM

Introduction

The design review process is a fluid process, especially during new construction. This may take several submissions of the Design Review Application form. For example, your first submission with new construction will be the site layout and house plans and all the materials you know at the time of submission. This might include the roof materials and siding materials. Your next Design Review Application might include a sample board showing examples of your stucco color, window and door materials and colors. Your next submission may include your landscape design plans.

The Design Review Committee will require and will retain hard copies of the following:

1. All drawings, including landscaping plans and all revised drawings.
2. All color submissions. Color samples must accurately represent (as closely as possible) to the color selected. Larger color samples are preferred in order to more clearly identify the color.

Please include your Lot number and Name on each page of the items submitted.

You may email or hand deliver the drawings and plans, but please provide hard copies of the color samples since colors are not consistent on different computer monitors. Please keep copies for your own records.

Instructions for Design Review Application Form:

1. Obtain the Design Review form online at:
<http://www.moabmillcreekvillage.com/design-review-guidelines.html>
2. Complete the form as thoroughly as possible.
3. Submit the completed Design Review form and attachments to the Design Review Committee in one of the following ways:
 - a. By mail: Moab Mill Creek Village Design Review, PO Box 450, Moab, UT 84532
 - b. By email: moabmillcreekvillage@gmail.com
 - c. Or send an email request to obtain information about how to deliver documents in person.

Procedure after Design Review Application has been received:

1. The Design Review Committee (DRC) will meet and check the completed Design Review Application form and attachments. If pertinent information is missing, the incomplete application will be returned to the Owner and the missing information will need to be resubmitted before the DRC will consider it for approval. If the application is complete, the review process will begin based upon the Mill Creek Village CC&Rs and Deed Restriction Guidelines and Clarifications.
2. If a variance is requested, a thorough justification must be provided by the Owner and attached to the application. After review, the Design Review Committee may contact the Owner to discuss possible remedies and then will provide recommendations to the Executive Board.
3. The DRC will use its best efforts to send notification by email of approval/disapproval as quickly as possible after the meeting. You will be provided with a written approval, request for additional information and/or recommendations.
4. If the application is approved, then a copy of the application will be returned to the owner by email, mail or delivered in person with the DRC approval signatures and approval date. It is the responsibility of the Owner to keep a copy for their records.
5. Pre-construction approvals granted by the DRC are deemed to be "conditionally approved". The Owner must ensure that all conditionally approved alterations/ or new construction has not changed from the application submitted.
6. Any modifications to the original request must be submitted in writing in a new application to the DRC for review and approval prior to beginning the modifications.
7. The owner must notify the DRC by email or mail after completion of the approved modifications. Once the final approval has been given, then the modifications will be recorded as such within the HOA's files.
8. If the application is not approved, the DRC will provide recommendations to resolve the issues and the Owner may resubmit the application after modifications have been made, along with the original application.
9. If an Owner commences exterior alterations that require DRC approval, without receiving written conditional approval or completes work without seeking DRC final approval, then the DRC, the HOA, or any Member of the HOA can recommend appropriate action, including legal action, to the HOA Executive Board.

Decision Appeals

An appeals procedure exists for those affected by an unfavorable DRC decision. The appeal is to the Executive Board. To initiate the appeals procedure, the Owner must submit a written request to the Executive Board within ten (10) days after DRC decision has been sent to the Owner. The Executive Board has twenty (20) days to review the appeal.

Instructions updated 8/25/16