

PC VILLAGE ASSOCIATION / DESIGN REVIEW COMMITTEE
PRE-DESIGN CONFERENCE RECORD

FORM 10-01-05

Conference Date: XX-XX-XX For: Lot # XXX
Conference Participants:
DRC Representative: Scott Wilkinson or Steve Dorsett

Owners: Name(s)
Address: Address
Phone(s): xxx-xxx-xxxx
Email: email

Design Professional: Name
Address: Address
Phone(s): xxx-xxx-xxxx
Email: email

Builder (If known):
Address:
Phone(s):
Email:

Preliminary Description of Improvement(s): Addition to existing home / New custom residence
Proposed Style: Mountain Rustic
Approximate Livable Area (square feet):
Lot Size: acres:
square feet: (1: 43,560)

AGENDA CHECK LIST:

1. Does Owner have: a. Design Guidelines & Applications (Check Off): v
b. Simple Lot Diagram (Check Off): v
2. Provide to Owner: a. Design Review Information Sources (Check Off): v
b. Design Review Reminders (Check Off): v
c. Plans Check List (Check Off): v
3. Review Design Review Procedure per Design Guidelines, Appendix 3. (Check Off): v
4. Site Visit: a. DRC consultant to record key lot features. (Check Off): v
(Record notes b. Discuss Owner's plans for improvements. (Check Off): v
Pages 2-3) c. Discuss any DRC concerns. (Check Off): v
d. Establish any specific Lot Restrictions. (Check Off): v
(Preservation of natural features, etc.)
5. Answer Owner's questions and concerns. (Check Off): v
6. RECORD ANY SPECIAL LOT CONDITIONS AND RESTRICTIONS: none

Note: An appointment for a pre-design conference should be made in advance. The conference must be held before submitting plans for review and should be scheduled at least 7 days or more before the deadline date (in any given month) for plan review.