

THE SANCTUARY

SCHEMATIC REVIEW REQUEST FORM (PG 1)

The Schematic Document Review option is intended to give you an opportunity to submit your initial ideas about the home you wish to present, prior to commissioning a full set of working drawings. There is no fee for this review from an owner or someone who has made a bona fide offer on a lot in the Sanctuary. Basic single line sketches are all that is required.

SUBMIT THIS FORM ON THE ONLINE PORTAL
(If any issues please reach out to *Association Manager)

COMPLETE THE FOLLOWING:

Lot Number: _____
Lot Street Address _____
Lot Owner: _____
Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Mailing Address _____
City: _____ State: _____ Zip: _____
Registrant Telephone: (_____) _____
Builder: _____

ALSO, CONFIRM THE FOLLOWING:

- I. Initials _____ Homeowner's fees paid to HOA for current quarter (include if not previously paid).
II. Initials _____ \$500 Schematic Review Fee (applied towards final review fee)
III. Initials _____ Acknowledgement of fees required for full and FINAL submittal (not required at this time):
- Architectural Review fee \$1,680.00 (\$1180 if Schematic Fee submitted prior).
 - Compliance Security Deposit for dwelling construction: \$5,000.00
 - Compliance Security Deposit for dwelling landscaping \$5,000.000
 - Acknowledgement of Road Impact Fee \$1,500 (Non-Refundable)
 - Marketing Fee (2% of the contracted home & lot price, payable to the Declarant)

General Note: The fees listed are HOA fees and do not include any local government fees

What is required for a Schematic Review Submittal?

Please upload all documents and complete forms onto the review portal. (Once you have been logged into the review portal you will be sent a password to gain access.)

- a) Submit the following to the review portal as a PDF (only): YOU MUST NAME THE DRAWING BY ITS CONTENT BEFORE UPLOADING. UNDESIGNATED DRAWINGS WILL BE REJECTED.
- a. A **site plan** showing boundaries, setbacks and easements and house location. We recommend also providing an existing topography plan if the home footprint is on a steeply sloped area. Not acknowledging the conditions of a slope could cause delays in future reviews.
 - b. **Floor plans** showing heated and unheated square footage.
 - c. A minimum of four **elevations** (adapted to the existing topography).
 - d. A **roof plan** indicating roof pitches. Show dormers where applicable.
 - e. (optional) Any details, renderings or special graphics which help convey your concept.

The ACC will endeavor to respond to you with comments within ten working days.

*Association Manager
Kelly Tulacz -704.504-8158; ktulacz@camsmt.com
ktulacz@camsmt.com

The Sanctuary Homeowners Association Architectural Guidelines March 2022 Edition
GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORM ONE