

A BRIEF SKETCH OF THE DESIGN REVIEW PROCESS

NEW CONSTRUCTION OR ADDITIONS:

1. Three sets of plans and fees are due by the 15th of the month.
 - a. Fees: \$3,000 - New construction
\$1,500 – Remodel/addition \geq 500 s.f.
\$750 – Remodel/addition $<$ 500 s.f.
\$250 – General Manager/In-House
\$ 250 – Variance requests
\$1,000 – Quick Turn Around (10 days)
2. The plans are reviewed at the Design Review Committee meeting the last Tuesday of each month at 9AM in the Adult Center. The submitting party will be informed at the time if their plans have:
 - a. Received final approval
 - b. Require resubmission-addressing suggestions made in writing to the owner in a follow up letter.

VARIANCE REQUESTS IN ADDITION TO STEPS 1 & 2 ABOVE:

1. A letter to all owners within 300 feet of the site detailing the variance request is sent by NPOA two weeks prior to the Design Review meeting allowing neighbors the opportunity to comment.
2. The Committee reviews any feedback on the variance requests from any affected owners and recommends either approval or disapproval.
3. If the Committee approves the variance, the request is presented at the NPOA Board meeting the third Saturday of each month.
4. The owner is notified by mail regarding the outcome of the variance request if not present at the Board meeting.
5. Once there is a final approval by the Design Review Committee for new construction and additions or by the NPOA Board for variance requests, the contractor needs to pay the deposit and obtain a packet with pertinent information at the NPOA Office. Deposits are as follows:
 - a. \$3,000 for new construction
 - b. \$1,000 for remodels or additions unless otherwise determined by the General Manager.
6. Contractor calls NPOA office for a stakeout inspection.
7. Contractor calls NPOA office for a form inspection.
8. When completed, a representative from the NPOA office does a final inspection.
9. Following final approval, the contractor's deposit is returned less any accumulated fines assessed.