

Modifications Committee - Three-Phase Approval Process - NEW HOMES*

A streamlined workflow fully consistent with the Charter's requirement to "evaluate all applications on their individual merits" and apply the Architectural Guidelines.

PHASE 1 - SCHEMATIC PLAN REVIEW (Concept Approval)

Early feasibility checks to stop endless communication exchanges.

Applicant submits:

- Preliminary site plan (footprint, massing, general Layout)
- Preliminary elevation sketches (not final drawings)
- Preliminary materials list & proposed exterior colors
- Landscape concept

Committee actions:

- Confirm general compatibility with village character
- Identify any fatal obvious flaws
- Issue a written list of required Phase 2 items

Outcome: Concept Approved / Approved with Conditions/ Denied

Why it works: Prevents applicants from investing in full drawings before knowing if the concept is acceptable.

"Charter basis: Authority to consider village type and set workflow (A, F.2).

PHASE 2- COMPLETE PROPOSED PLAN REVIEW (Final Approval)

The full, comprehensive review- no piecemeal submissions.

Applicant submits:

- Final stamped architectural drawings, elevations, and details that address any conditions identified during the preliminary Phase 1 review
- Drawings to include complete materials list and exterior color palette that address any conditions identified during the preliminary Phase 1 review
- Final lighting, grading, drainage, and landscape plans that address any conditions identified during the preliminary Phase 1 review
- ALL required consultant reports that address any conditions identified during the preliminary Phase 1 review

- Confirmation of start & completion dates.

Committee actions:

- Conduct one complete review
- Approve, approve with conditions, or deny
- Require consultant review when appropriate

Rules:

- No partial submissions
- Incomplete applications will not be discussed and are automatically denied with required resubmission before consideration

Why it works: Eliminates piecemeal review and ensures organized, complete applications and reviews that take whole project into consideration.

Charter basis: Apply Guidelines consistently; committee controls its procedures (A, C).

PHASE 3-AMENDMENTS {Minor Revisions

Only) *Allows slight changes without reopening*

the entire project. **Eligible:**

- Material substitutions of equal quality only
- Minor landscape changes
- Small dimensional adjustments
- Lighting substitutions
- Revisions required by permitting authorities

Not eligible:

- Changes to massing, footprint, height, or major design intent
- Any factor that would have changed the Phase 2 decision

Process:

- Staff/Chair screens amendments
- Minor items approved administratively or via consent agenda
- Major items would require a return to Phase 2

Why it works: Prevents reevaluating full applications over small tweaks.

Charter basis: Authority to set priorities, use subcommittees, and take Board-directed actions (F.2, F.6).

*Disclaimer: This process summary is for guidance only and does not create any rights or guarantees. All applications remain subject to the Charter, Declaration of Covenants, Declaration of Protective Land Use Standards, Bylaws, and Architectural Guidelines, which control in the event of any conflict. The Committee may request additional information, modify procedures, or approve/deny applications at its discretion and in accordance with applicable laws and codes.