

## RSPOA Architectural Review Committee Application Form

Section 4 of the Robinson Springs Declaration of Protective Covenants, Restriction, Obligations, and Conditions specify that no improvement shall be constructed on any lot within Robinson Springs without the prior written approval of the plans and specifications for the proposed improvement by the Architectural Review Committee (the "Review Committee.") To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications to be so submitted will not be considered complete without all of the following items unless waived by the Review Committee:

- Application.** Please assemble and submit the following documents:
- Description of the Project(s).** This will need to include a complete description of the materials to be used, the finishes, and dimensions. Also include color descriptions and samples.
- Complete set of Architectural and Landscaping Plans.** These should include:
  - Survey, plot plan, or site plan showing the location of the project(s), its dimensions, and distances relative to other structures or improvements on the lot, and setbacks from the lot line.
  - Floor plans of all proposed levels.
  - Finish-grade Elevations of all facades.
  - Complete materials list.
  - Landscaping Plan.
  - Proposed Blasting Plan and Schedule.
  - If the submission is for a renovation or addition, include the original architectural plans as approved by Robinson Springs, if available.
- Fees.**
  - **\$300 for new construction and major additions and alterations.**
  - **\$150 for minor additions and alterations.**
  - **\$500 nonrefundable contractor construction and street use fee.**
  - **\$1,000 refundable contractor compliance fee.**
  - **If the plans as submitted do not provide sufficient information for the Review Committee to fully understand the proposal or if significant modification is required to bring the plans into compliance with RSPOA requirements we will advise you of this. If the Committee requires professional assistance e.g. architect, engineer, surveyor to understand or modify the plans we will provide you notice that this is required prior to engaging these services. The cost of the professional services will be the responsibility of the lot owner.**

- Submit.** Please submit the plans and review fee to the RSPOA Design Committee both in hard copy and in electronic format to the following addresses:
- Hard copy to: RSPOA, 552 Robinson Springs Road, Stowe, VT 05672
  - Electronic copy to:
  - John Cassella, RSPOA, [jcassella@deerwalk.com](mailto:jcassella@deerwalk.com)
  - Tish Richardson, [LDRichardson@me.com](mailto:LDRichardson@me.com)
  - Clark Abbott, [HealthVest@aol.com](mailto:HealthVest@aol.com)

Please submit this application and all required documentation to the Review Committee at least **30 days** prior to your anticipated construction start date. The Review Committee is composed of several Robinson Springs homeowners who are volunteering their time for this process. They appreciate your understanding that they need time to review and discuss your plans.

Lot Owner Name: \_\_\_\_\_

Lot Owner Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Type:  Construction  Landscape  Pool  Fencing  Other

Brief Description: \_\_\_\_\_

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Date Submitted: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

**Completion of Construction: Please be advised that per the RSPOA Protective Covenants, the Board will impose a monthly fine of not less than \$500 if construction continues beyond the completion date specified by the Board in its design approval notification. This date is generally expected to be no more than 12 months beyond the start date listed above.**

The undersigned property owner hereby acknowledges and agrees that he or she is solely responsible for determining whether the improvements, alterations, or additions described above comply with all applicable laws, rules, regulations, codes, and ordinances. All construction and installation of any improvements shall comply with local, state, and federal building and land use regulations.

The Design Review Committee shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. This review and approval is not a review nor an approval for compliance with any local, state, or federal building or land use regulations.

Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the sole responsibility of the lot owner. Obtaining the necessary permits is likewise the sole responsibility of the lot owner.

The lot owner agrees not to begin the proposed project(s) until the Review Committee notifies the lot owner, in writing, of its approval of the project. If any change is made that has not been approved, the Review Committee has the right to ask the lot owner to remove the improvement from the property and the lot owner agrees to do so.

Review Committee requests and decisions shall be emailed to the lot owner. If you would like to have your architect or contractor copied on the response, please provide their email addresses below.

Architect's Email Address: \_\_\_\_\_

Contractor's Email Address: \_\_\_\_\_

Lot Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_