



RSPOA Architectural Review Committee Application Form

Section 4 of the Robinson Springs Declaration of Protective Covenants, Restriction, Obligations, and Conditions (see website for complete RSPOA Covenants document) 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, please complete the following form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications to be submitted will not be considered complete without all of the following items unless waived by the Review Committee. If plans submitted do not provide sufficient information for the Review Committee to fully understand the proposal or if significant modifications are required to bring the plans into compliance with RSPOA requirements, we will advise you. If the Review 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 this document and supporting documents through the PayHOA owner’s portal for the property. Fees for the project will be billed to the owner’s PayHOA account. The Review Committee will respond to your request within 30 days of submission. While we prefer to use PayHOA for all communications relative to your project, if you need to email the Review Committee, use: Admin@RobinsonSpringsHOA.org.

Date:

Property Address:

Lot #:

Lot Owner Name:

Lot Owner Mailing Address:

Lot Owner Preferred Phone:

Lot Owner email:

Additional Lot Owner Name:

Additional Lot Owner Mailing Address:

Additional Lot Owner Preferred Phone:

Additional Lot Owner email:



Contractor:
Contractor Phone:
Contractor email:

Architect:
Architect Phone:
Architect email:

Description. A brief description of your project(s)

Project Type. Check all that apply:

- New Construction (undeveloped lot)
- Addition (addition to existing home)
- Tear-down (remove all or part of existing home and build new)
- New ancillary buildings (barns, pool houses, garages, etc.)
- Landscape (including clearing, pools, ponds, fences, etc.)
- Renovation (improvements to existing home)
- Other (describe)

Planned Project Start Date:

Planned Project Completion Date:

Supporting Documents:

Complete set of Architectural and Landscaping Plans. Check all items that you are submitting. Submit your documents in the PayHOA account for the property.

- 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, including description of materials to be used and finishes. Include color descriptions and samples.
- Exterior lighting plan (Dark Sky compliant, consult RSPOA Exterior Lighting Policy document on website or in PayHOA for more information)



- Landscaping plan, including plans for clearing, ponds, septic and other significant exterior improvements.
- Planned project timeline, including planned start date, major milestones, and planned completion date.
- 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
- Stowe DRB approval letter (or scheduled hearing date)
- Contractor's Compliance Form (download from website or PayHOA and complete)
- Other. (List additional supporting items you are submitting)

Fees: (Fees will be determined by the Review Committee, based on your application. Once your application is accepted, these fees will be charged to your PayHOA account.)

- \$500 application fee
- \$1,000 for new construction, tear downs and major additions
- \$250 for minor additions, renovations
- \$0 for small projects

Additional Project-specific fees (to be assessed by the Review Committee)

Additional Fees Possible During Projects:

- Projects that require significant heavy truck traffic on our roads may be assessed additional monthly road use fees.
- 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.
- Lack of advance approval: Fines will be assessed at the discretion of the Review Committee if owners do not apply for approval of their project in advance of commencing any construction.



Acceptance:

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 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 are 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 communicated to the lot owner via their PayHOA account within 30 days of submission.

Lot Owner's Acceptance of Terms (type your name):

Date Submitted: