



DESIGN REVIEW BOARD
APPLICATIONS & CHECKLISTS



THE WILDERNESS CLUB COMMUNITY ASSOCIATION DESIGN REVIEW APPLICATION

This application is required for homeowners in The Wilderness Club to seek approval for small additions, landscaping changes, home improvements, and other exterior modifications. Please fill out all required fields and submit the necessary documentation as outlined below.

HOMEOWNER INFORMATION

NAME(S): _____

PROPERTY ADDRESS: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

LOT NUMBER: _____

TYPE OF REQUEST

Please check the appropriate box that best describes your project:

- EXTERIOR ADDITION (Decks, patios, fencing, gazebos, etc.)
- LANDSCAPING IMPROVEMENTS (Tree planting/removal, garden beds, irrigation, etc.)
- STRUCTURAL CHANGES (Siding, windows, doors, roofing, etc.)
- PAINT/COLOR CHANGE (Exterior painting, door colors, etc.)
- OTHER: _____

DESCRIPTION OF PROJECT

Please provide a detailed description of the project you are proposing:

REQUIRED DOCUMENTATION

Please attach the following materials with your application:

- SITE PLAN: A sketch or blueprint showing the location of the proposed changes, including dimensions and distances from property lines.
- PHOTOS: Photos of the current site and any materials to be used (e.g., for landscaping, colors for paint changes, etc.).
- MATERIAL LIST: A list of all materials to be used in the project (e.g., wood, stone, plants, etc.).
- TIMELINE: Estimated start and completion dates for the project.



THE WILDERNESS CLUB COMMUNITY ASSOCIATION DESIGN REVIEW APPLICATION (CONT)

NEIGHBOR NOTIFICATION (OPTIONAL)

Have you discussed your proposed project with your neighbors?

- YES If yes, please provide their comments (if any): _____
- NO

PROJECT TIMELINE

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

ACKNOWLEDGMENTS

By signing below, I acknowledge that:

- I have read and will adhere to The Wilderness Club's design guidelines and HOA covenants.
- I will not begin construction or make any changes until I have received approval from the Design Review Committee.
- I understand that failure to obtain approval prior to starting may result in fines or penalties.

HOMEOWNER SIGNATURE: _____ DATE: _____

SUBMISSION INSTRUCTIONS

Please submit this application and all supporting documents to the Design Review Committee via:

- EMAIL: drb@thewildernessclub.com

This application ensures that all home improvements align with the community standards and enhances property values within The Wilderness Club. Thank you for your cooperation.

FOR DRB USE ONLY

DATE RECEIVED: _____

APPLICATION NUMBER: _____

COMMITTEE DECISION:

- APPROVED
- APPROVED WITH MODIFICATIONS
- DENIED

COMMENTS/CONDITIONS: _____

DESIGN REVIEW COMMITTEE SIGNATURE:

DATE: _____



WILDERNESS CLUB DESIGN REVIEW BOARD MATERIAL CHECKLIST

GENERAL INFORMATION

APPLICATION DATE: _____ CONTRACTOR NAME: _____

CONTRACTOR PHONE: _____ CONTRACTOR EMAIL: _____

PROPERTY ADDRESS: _____

CONTRACTOR ADDRESS: _____

Provide Samples | Refer to Design Guidelines – Revised 2015

FEATURE	PRODUCT DESCRIPTION*	COLOR
FRONT ELEVATION MATERIAL		
REAR ELEVATION MATERIAL		
SIDE ELEVATION MATERIAL		
ROOF STYLE/MATERIAL		
WINDOWS		
SHUTTERS		
EXTERIOR STONE		
EXTERIOR DOORS		
GARAGE DOORS		
EXTERIOR DECK/PORCH (DIMENSIONS/MATERIAL)		
VEHICLE ACCESS (DRIVEWAY)		

*Use N/A if product is not applicable to this job Revised 4/2015



WILDERNESS CLUB DESIGN REVIEW BOARD TECHNICAL SUBMITTAL CHECKLIST

DATE RECEIVED: _____

DATE COMPLETED: _____

TYPE OF PROJECT

Please check the appropriate box that best describes your project:

- NEW CONSTRUCTION: The construction of any new structure
- ADDITION: The addition of square footage
- CHANGES TO APPROVED PLANS: Changes to plans previously approved by the DRB

SITE INFORMATION

PROJECT NAME: _____

PROPERTY ADDRESS: _____

AREA: _____

LOT NUMBER: _____

REQUIREMENTS FOR APPLICATION

- Completed application submitted
- 2 sets of drawings: 1 set DRB, 1 set archives
- Drawings dated and all pages identified
- Project location on all drawings
- Stamped and signed architectural and structural drawings
- Site plan
- Floor plans – Include square footage
- Roof plan
- Exterior elevations
- Building sections
- Building height calculation
- Architectural details
- Landscape plan
- Erosion control / re-vegetation plan
- Proposed construction plan
- Construction management plan
- Stone calculation
- Samples and colors of exterior materials
- Construction Compliance Agreement
- Submittal of \$20,000 compliance deposit
- The designated daily point of contact and the onsite supervisor.
- A comprehensive construction schedule and a critical path outline.
- Confirmation the carrier for general liability insurance and details of the insurance requirements for subcontractors and workers.
- A list of subcontractors, along with their respective general liability insurance information.

COMMENTS: _____



WILDERNESS CLUB DESIGN REVIEW BOARD CONSTRUCTION DEPOSIT & COMPLIANCE AGREEMENT

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____ LICENSE NO: _____

CONTRACTOR PHONE: _____ CONTRACTOR EMAIL: _____

CONTRACTOR ADDRESS: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

NEW CONSTRUCTION (DESCRIBE): _____

RE-PAINTING/STAINING (COLORS): _____ RE-ROOFING (WEIGHT/COLOR): _____

DEPOSIT
AMOUNT:

CHECK DATE
& NUMBER:

INITIALS OF
PROPERTY OWNER:

I, _____, as property owner, and I, _____ as contractor for the described construction project, acknowledge and agree that the described deposit is being held by the Wilderness Club in order to insure that the improvements will be constructed in accordance with drawings which have been approved by the Design Review Board (DRB).

We further acknowledge and agree that:

1. We have read and understand the Declaration of Charter, Easements, Covenants and Restrictions applicable to the property and the Design Code (as amended) and will follow and obey the said Declaration, Restrictions and Guidelines. Furthermore, we understand that the Design Code implies a greater or lesser amount of subjectivity on the part of the DRB, and agree to abide by any and all subjective decisions of the DRB.
2. We are responsible for completing the project per the plans and drawings approved by the DRB.
3. We will maintain a clean construction site at all times and install a permit box, commercial dumpster and job toilet in conformance with DRB guidelines and applicable State and Local regulations. We will also construct and maintain a silt fence on the side and rear property lines throughout the job to mitigate trash and runoff from impinging on adjacent properties or wetlands.
4. We understand and agree that no electrical leads will be permitted to cross the street. We may mount the meter to a temporary pole on the property.
5. No sign may be displayed on property and no other.
6. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.

7. We understand that when entering the Wilderness Club, all workers and vehicles are subject to be searched to help prevent theft of materials and equipment.
8. I understand that the deposit shall be returned after Final Inspection and approval of all items.
9. We understand that compliance with all building codes, city and governmental ordinances, and regulations are the responsibility of the Owner/Contractor. Therefore, we hereby hold harmless and indemnify the Wilderness Club and the DRB from any and all matters concerning the construction and fitness of our house, including but not limited to drainage, code violations, plat violations, setback violations and easements.
10. We acknowledge that the DRB may assess fines or bill for any damages caused by our actions or in-actions during construction and we hereby agree to pay all such fines or costs in a timely fashion. Interest of 19% per annum will be charged on all unpaid bills.
11. We agree that funds may be deducted from the deposit by the Wilderness Club (DRB) including but not limited to those needed for the correction of changes or fines for work not approved by the DRB; the cost of work necessary to improve the appearance of the site; the cost to repair any damage to the roads, curbs, rights-of-way, road shoulders, utilities, alleys or Wilderness Club common areas, etc., or other DRB fines or bills that are unpaid.

THIS APPLICATION, DEPOSIT AND AGREEMENT MADE THIS

_____ DAY OF _____, 20_____.

BY:

_____ AND

PROPERTY OWNER SIGNATURE:

CONTRACTOR SIGNATURE:
