

**Dear Lot owner**

**As mentioned last year in my introduction letter, we are interested to protect our investment by making sure that we build appropriate homes. I also mentioned that I want to make sure that the approval process should be as fast as possible, but at the same time should give the Architectural Review Board sufficient time to review the plans and provide feedback. The best way to do both is the send in quality designs and a complete set of drawings.**

**I have outlined below the time as well as the plans which need to be submitted.**

**Preliminary Submittal ( 60 prior to final approval)**

A hard copy (no email file) of the following must be submitted (to review architect) (currently Stuart Crocker, 917 North Road, Bethel Maine 04217) as well as landscaping review architect (currently Kathy Ford,63 Chestnut Knoll Road, Bethel Maine, 04217)

1. Preliminary site plan at 1" = 20' scale showing existing contours, building footprint located on site and proposed contour changes with retaining walls, driveway and parking. (incl. site plan)
2. Schematic floor plans at 1/4" = 1'-0" showing building layout
3. Schematic elevations at 1/4" = 1'-0" showing roof slopes, window and door locations and an indication of materials including stone walls, decks, etc.

**Final Submittal (30 days prior to final approval)**

A hard copy (no email file) of the following must be submitted (to review architect and landscaping architect)

1. Final site plan at 1" = 20' scale showing existing contours, building footprint located on site and proposed contour changes with retaining walls, driveway and parking, planting plan and exterior lighting.
2. Final floor plans at 1/4" = 1'-0" fully dimensioned.
3. Final elevations at 1/4" = 1'-0" showing roof slopes, window and door locations and rendering of materials including siding, roofing, windows, doors stone walls, decks, etc.
- 4 Color and texture of outside materials

Please feel free to contact me at any time by e:mail ([hps911@comcast.net](mailto:hps911@comcast.net)) with any questions.

Regards  
HPS