

**SAOA ARCHITECTURAL REVIEW COMMITTEE (ARC)  
PROJECT APPLICATION**

Submit to: [saoaarc@gmail.com](mailto:saoaarc@gmail.com)

Name of Owner(s): \_\_\_\_\_

Hawk Lot Number: \_\_\_\_\_ Hawk Address: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number\_ (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Project: Tree Cutting \_\_\_\_\_ Exterior Renovation \_\_\_\_\_

Home Extension/Addition \_\_\_\_\_  
Project Description: \_\_\_\_\_ Home Construction \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**1. Architect or Designer:**

Name: \_\_\_\_\_ Phone :\_(\_\_\_\_) \_\_\_\_\_

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

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

**2. Contractor or Builder:**

Name: \_\_\_\_\_ Phone :\_(\_\_\_\_) \_\_\_\_\_

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

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

**3. Proposed starting date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_. Allow at least four weeks for review, site visit, and a written decision from the Architectural Committee. Prior to ARC site visit, structural footprint(s) and driveway must be staked, ribboned and all trees to be cut outside of driveway**

**and structural footprint(s) must be flagged. If, at the time of an ARC site visit and the area is incomplete and/or incorrect, the ARC will notify the owner, The ARC will reschedule the site visitation within a four-week period.**

## **APPLICATION FEES:**

### New Construction

- Homes up to 4000 square feet = \$400
- Homes over 4000 square feet = \$1000
- \$75 for major alterations/additions (#s 6 & 7 from New Construction list)
- \$45 for minor alterations ( # 11 from New Construction list)
- New Construction (#s 1-11 apply)
  1. Copies of letters sent to property abutters.
  2. Site location plan
  3. A site plan at a scale of 1" = 20' that shows boundary survey and contours at ten foot intervals. Indicate set back distances to property lines for new construction and/or additions.
  4. Floor plans noting square footage calculations for each floor.
  5. Front, rear, and side elevation drawings of proposed project and/or improvement.
  6. Roof plans indicating type of roof, roof pitches, and skylight and chimney locations.
  7. Exterior plans indicating siding materials, windows, and colors of siding and trim.
  8. Proposed landscaping plan, including Tree Cutting/Trimming Application.
  9. Erosion control plan.
  10. Exterior lighting plan.
  11. Taping for tree cutting (orange tape for removal; blue tape for trim)

The ARC encourages homeowners to contact the ARC to confirm the classification of their proposed improvement and application Fee prior to submitting the application.

Once the ARC confirms to the homeowner the classification of proposed Improvement and respective application fee, the homeowner shall prepare a Check Payment and mail per below:

Make check payable to:

**Salt Ash Owners' Association**

In the remarks line on the check please insert Address and Lot number.

Mail payment to:

**Salt Ash Owners' Association**

**c/o O'Brien Shortle Reynolds & Sabotka PC**

**Attention: Ms. Anna Leeper**

**PO Box 100**

**Rutland, VT 05702**

Notes to applicant:

- Ms. Leeper will deposit the funds into the SAOA ARC checking account and notify the ARC once it's done.
- The ARC shall then review the Application and coordinate a time when homeowner is at their home and 1 or 2 of the ARC Reps (copied) can meet the homeowner to walk the property and to understand the proposed scope of work. In some instances, the ARC may suggest a virtual meeting with homeowner prior to a field meeting.
- The ARC will endeavor to complete the homeowner's application review within +/-2 weeks and provide feedback to the homeowner.

*OWNER'S WAIVER OF LIABILITY AND INDEMNIFICATION*

*The undersigned property Owner intends to execute a project involving minor residential construction and/or tree removal or trimming on his/her property within Hawk Resort that has been approved by the Salt Ash Owner's Association Architectural Review Committee (SAOA ARC). The undersigned Owner is completely responsible for the means and methods of executing this project. Accordingly, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold Hawk Resorts Inc (HRI), SAOA, and the ARC harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from the execution of this project by the Owner.*

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Owner

Date