

HVBD Submittal Checklist



Please utilize the following checklist for documents you should share HVBD upon submittal for ABR or Planning and Zoning Board approvals emails to jcieslak@huntingvalley.net

Document

- Letter requesting placement on appropriate committee agenda (include specific variance request, include all calculations)
- Include a summary of changes from any previously reviewed plans in your letter
- 1 set of 1/4 in scale (architect/engineer) stamped plans (no larger than 36" x24")
- PDF of plans and materials emailed
- Colored renderings and/or site photos (shown from all elevations)
- Aerial view notating main house/accessory structures and adjacent properties (show property lines, setbacks & ROW measurements)
- Landscape material detail, cut sheets, samples, lumen counts (house & landscape)
- Changes from previous submissions highlighted/clouded on drawings
- Projects in Daisy Hill are to be submitted to the HOA at the same time as this submittal

Failure to submit the above materials by the cut-off date will result in elimination of your item from the meeting agenda.