



**Kentwood Home Guardians**

*Community building community...*

[www.kentwoodhomeguardians.com](http://www.kentwoodhomeguardians.com)

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### **PROCEDURE FOR BUILDING PLAN SUBMISSION, REVIEW, AND RESPONSE TO OWNER/DEVELOPER**

In accordance with each Kentwood tract's Declarations of Protective Restrictions (DPRs), prior to new construction or exterior remodeling, plans must be submitted to KHG Architectural Review Committee (ARC) for approval. These plans shall be sufficient to show the placement of all buildings and additional on the lot and in relation to adjacent streets; the planned appearance of the finished structures including colors and elevations; roof design; and any fencing or hedges including heights.

- Homeowners must submit scaled plans with dimensions to KHG's office, **via hardcopy (minimum 36 inches by 24 inches)** and email, prior to start of construction.
- The KHG Architectural Committee Coordinator (ACC) or KHG Operations Manager will:
  - Log the receipt of the plans into the KHG Architectural Database
  - Determine within five business days if the submitted plans are sufficient to conduct the review
  - If the plans are complete, they will be sent to an architect for review and the homeowner will be notified that a decision will be received within 30 days of the submittal.
  - If the plans are not complete the ARCC or Operations Manager will request additional information and the 30 day period will not start until the required material is received by KHG.
- The ARC member reviewing the plans will refer to the appropriate DPRs for the property's tract and lot. DPRs for each tract are posted on the KHG website.
- Upon review of plans, the ARC member will submit a Plan Review Report to the ARCC and Operations Manager. At least one other member of the ARC will review this report and provide their signature on this report. Ideally, this should be reviewed at the monthly Architectural Committee meeting.
- If the plans are approved, the Plan Review Report is then sent to the property owner with a cover letter and the approval will be noted in the ARC Report at the next Board of Directors meeting.
- If the plans are not approved by ARC, the Plan Review Report will be included in the ARC report at the next Board of Directors meeting. The Board of Directors will vote to accept or not accept ARC's finding and will be responsible for the notifying the homeowner/developer that the plans are not approved.