



SVRA ARCHITECTURAL PERMIT

NEW HOME, GARAGE, AUXILIARY BUILDING, REMODEL, & LANDSCAPING *(All requests other than Fences)*

Documents provided by SVRA:

- Improvement Request Form
- Materials Description/Certification and Agreement of Owner
- Sample Plot Plan
- Current SVRA Rules and Regulations Architectural Control Policy

Please Return:

- ☐ Materials Description-New Home, Garage, Auxiliary Building, Remodel, & Landscaping (all permits other than fence)
- ☐ Certification and Agreement of Owner Form
- ☐ Improvement Request Form

Applicant must also provide:

- ☐ Create and return one (1) plot plan showing all four setbacks from property lines, water line, power and telephone lines, driveways, location of propane tank (if using propane), and any and all easements.
- ☐ Two (2) complete sets of building plans drawn to scale with four elevations shown including all exterior colors, roof pitch, gable and pitch overhangs, and square footage of foundation.
- ☐ Landscaping plan for the front yard only and a drainage site plan for the entire property.



IMPROVEMENT REQUEST FORM



Note: Per the DCC&Rs, approval time for this request may be fifteen (15) to forty-five (45) days following submittal. Every effort will be made to complete the review in less than that time.

➤ Your Information:

First Name

Last Name

E-mail

Phone #

Star Valley Ranch Physical Address

Plat

Lot

Mailing Address

City

State

Zip Code

➤ Type of Improvement ☒ All that apply

- ☐ New Home
- ☐ Remodeling Exterior
- ☐ Auxiliary Building
- ☐ Garage

- ☐ Front Yard Landscaping
- ☐ Variance
- ☐ Other: _____

➤ Contractor Information

- ☐ Homeowner
- ☐ Other (Please complete information below)

Company Name

Contact

E-mail

Phone #

Mailing Address, City, State, Zip Code

➤ Briefly describe the improvement you propose below (use the back of this page if necessary):

➤ Estimated Completion Date: _____



CERTIFICATION AND AGREEMENT OF OWNER:

If these plans are approved, I agree that:

- a. A copy of the SVRA permit and the Town of Star Valley Ranch permit shall be displayed at the front of my lot before any site work or construction work commences and shall remain posted until the project is complete.
- b. All building sites shall be maintained, clean and free from all debris at all times and shall be disposed of by the owner outside of Star Valley Ranch. (Preferably at the county landfill) The Architectural Control Committee requires that either a vehicle dedicated only to debris removal or a dumpster be obtained and on site at all times during construction.
- c. Star Valley Ranch Association does not warrant or guarantee the accuracy or completeness of any drainage, site, or structural plans (including specifications) submitted to and approved by the Architectural Committee. Further, Star Valley Ranch Association does not warrant or guarantee that drainage, site, or structural plans (including specifications) submitted to and approved by the Architectural Committee are sufficient to compensate for seismic, drainage, snow-loads, or any other risks associated with building within Star Valley Ranch.
- d. I will not permit trespassing on or damage to neighboring lots.

As owner of the property, I have read and understand the Declaration of Covenants, Conditions and Restrictions, and Architectural Control Policy. I hereby agree to comply with all rules, regulations, restrictions, policies and procedures of Lincoln County, the Town of Star Valley Ranch, and Star Valley Ranch Association.

I understand that prior to beginning work on any project I need approval from the Architectural Committee. I also understand that I am responsible for complying with all town, county, and governmental codes and regulations (as applicable). I acknowledge that approval of a project by the Association does not override any regulations or laws that require I get approval with a governmental agency. In addition, I understand that by approving a request the Association is not issuing a decision on the structural integrity of my project(s). I know that I am completely responsible for the sound construction of any project done on my property.

I agree not to perform any of the work stated herein until I have received approval from the Association.

Should it become necessary for Star Valley Ranch Association to consult with or take action, with or without suit, to enforce the Building Plan Request, Building Permit, or any other Building Rules and Regulations of the Association, I will pay all of the Association's attorney fees, court costs, and other costs incurred therein.

Owner

Date

Owner

Date



SVRA ARCHITECTURAL COMMITTEE MATERIALS DESCRIPTION

New Home, Garage, Auxiliary Building, Remodel, & Landscaping

➤ **EXCAVATION:**

Please contact Lower Valley Energy, Silver Star Telephone, and Lincoln County for line locations before excavation.

➤ **MATERIAL:**

- ☐ Wood Siding
- ☐ Log
- ☐ Stucco
- ☐ Brick
- ☐ Rock
- ☐ Vinyl Siding
- ☐ Other: _____

➤ **COLORS:** (Please provide sample(s))

➤ **ROOF FRAMING:**

100# PSF Snow Load is recommended. PSF Snow Load is: _____
(Please note on all building plans, along with overhangs)

➤ **ROOFING:**

- ☐ Metal
- ☐ Shingles

Color: _____

➤ **DRIVEWAYS:**

To insure proper drainage, culverts or retaining walls may be required.

- ☐ Asphalt
- ☐ Concrete
- ☐ Gravel
- ☐ Other: _____

➤ **LANDSCAPING**

No structures or landscaping are to encroach on road or utility easements.
Please provide a landscaping plan.

➤ **PROPANE** ☐ Yes ☐ No ☐ Not Applicable

➤ **MISCELLANEOUS:**

Describe any external materials or decorative landscaping items not shown elsewhere.
(Use the another sheet of paper if necessary)

Signature: _____

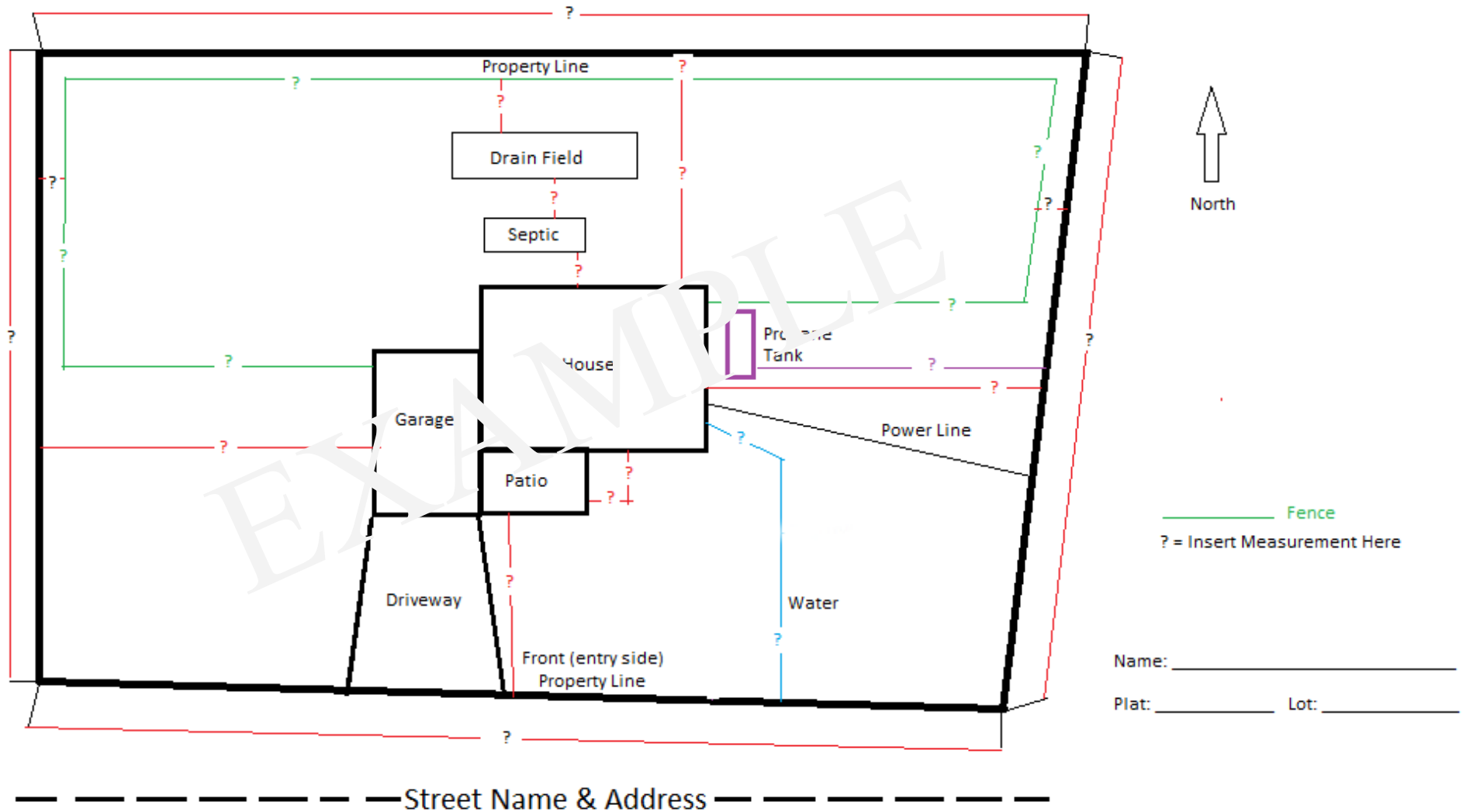
Date: _____

Signature: _____

Date: _____

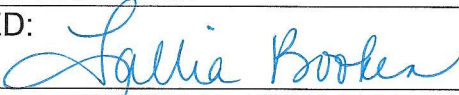

SVRA SAMPLE PLOT PLAN

Example ONLY





OPERATING POLICY

POLICY TITLE: ARCHITECTURAL CONTROL POLICY					
SECTION	ARCHITECTURAL RULES AND REGULATIONS	NUMBER	7.1.1	DATE	03/17/2022
REPLACES POLICY NUMBER: 7.6		TITLE: Rules and Regulations Architectural Control			
DATE ADOPTED: 1994					
DATE REVISED: 03/21/2009					
CROSS REFERENCES:					
APPROVED:					
 GENERAL MANAGER		3/17/2022 DATE			
 SVRA CHAIRPERSON		3/17/2022 DATE			

This Policy describes the Association's Architectural Control procedures and the rules used to implement the Declaration of Covenants, Conditions, and Restrictions (DCC&Rs) and related Association Operating Policies. The policy provides a synopsis of the major requirements needed to obtain a permit, demonstrates the permitting process and provides permit applicants and Architectural Control members with a convenient reference.

Construction Affected

All buildings on any lot of Star Valley Ranch Association are to be in compliance with its DCC&Rs, its Residential Fence Policy and any relevant policies adopted later.

Prior to commencing construction of any of the following, the approval of the SVRA Architectural Control Committee or the Board of Directors must be secured:

- A new structure
- External modification or addition to existing structures
- A fence or wall
- A dog run
- Any additions or modifications to the front of a residence including, but not limited to, driveways, flag poles, landscaping, planting trees, shrubs or hedges, etc....
- Changes to the exterior colors of a building to ensure harmony with surrounding environment

It is the homeowners' responsibility to obtain a building permit from the Town of Star Valley Ranch before any activities or work can be done on the property.

Each homeowner is encouraged to have a new survey of the lot to be sure of exact property lines prior to beginning any construction.

To obtain an SVRA Architectural Permit, an **Improvement Request Form** (available at the SVRA office) must be completed and returned with the following documents:

- For a new home, garage, auxiliary building, remodeling or changing an existing structure, or landscaping a front yard the following documents apply:
 - Materials Description form (available at the SVRA office)
 - One (1) plot plan showing all utility (propane, septic, water, power, phone/internet) easements, setbacks, dimensions, etc....(Example provided with permit will not be accepted, even with correct measurements)
 - Two (2) complete sets of building plans
 - Landscaping plan for front yard only if landscaping is planned. If landscaping has not been planned, separate permit must be submitted before landscaping is started.
- If planning a fence or dog run:
 - Materials Description form (available at SVRA office)
 - One (1) plot plan showing all utility easements, setbacks, dimensions, etc.
 - A fee of \$75 (\$50 refunded upon approved completion of construction)

The Architectural Control Committee reviews all applications for completeness and adherence to the DCC&Rs and Association Policies. If necessary items are missing or if clarification is needed the committee will work with the applicant to attempt to resolve the issues. Time line approval requirements as stated in the DCC&Rs will not begin until application is complete. The committee will then either approve or disapprove the application. If the application is disapproved the applicant has the right to appeal the decision directly to the Board of Directors.

Once a permit has been issued and building is commenced, the Committee must be informed of and approve any proposed changes.

Note: The requirement to obtain a building permit from Star Valley Ranch Association does not eliminate the need to also obtain a permit from the Town of Star Valley Ranch.

Section 1. Adoption of International Code Council. The International Code Council, IRC/IBC, as adopted by the Town of Star Valley Ranch, is hereby adopted. All buildings and other structures, including any additions to or changes or alteration thereof, erected or placed on any lot shall conform in all respects to the IRC/IBC, as adopted by the Town of Star Valley Ranch. To ensure that all buildings and other structures, including any additions to or change or alteration thereof, are constructed in accordance with the IRC/IBC and with this policy. All inspections from foundations thru final will be handled by the Town of Star Valley Ranch, and their building inspector. The Town of Star Valley Ranch is the responsible party ensuring all buildings are built to code through their inspections. SVRA will not be held responsible for inspecting structural compliance.

The Association shall have the right to enforce, by any proceeding at law or in equity, all provisions of said Architectural Control Policy and the Declaration of Covenants, Conditions and Restrictions. The provisions of Section 2 and 3 of this policy (Architectural Control Policy) and the Declaration of Covenants, Conditions, and Restrictions shall prevail over any inconsistent or conflicting provision of the IRC/IBC, as adopted by the Town of Star Valley Ranch.

Section 2. Architectural Requirements. All buildings and other structures, including any addition to or change or alteration thereof, erected or placed on any Lot shall conform to the following requirements:

- a. Manufactured homes and/or HUD code homes will not be approved.
- b. The floor area of all residential structures shall be noted on the building plans and specifications which are filed with the Board of Directors or the Architectural Control Committee. The floor area of all residential structures shall be no less than that specified by the applicable Declaration of Covenants, Conditions and Restrictions.
- c. Every residential structure may have an attached and/or detached garage and one (1) auxiliary building. Any structure over 200 sq. feet must obtain approval from the Board of Directors or the Architectural Control Committee.
- d. All building materials utilized shall be new and unused.
- e. Prior to painting or installation, approval of all exterior colors must be obtained. Color chips for siding, trim, doors and roofing shall be submitted to the Board of Directors or Architectural Control Committee as a part of the building plans and specifications.
- f. One (1) plot plan drawn to scale, showing all utility easements, setbacks, dimensions, etc. must be provided. Digital or printed copy will be accepted. All setback requirements are specified in the applicable Declaration of Covenants, Conditions, and Restrictions (DCC&Rs). It shall be the responsibility of the homeowner to ensure that all improvements, including utilities, driveways, and decks are installed in those respective locations as shown on the plans and specifications.
- g. Plans and specifications filed with the Board of Directors or Architectural Control Committee shall include a profile or elevation. Digital or printed copy will be accepted. Said profile or elevation shall include at least four (4) exterior views and shall be drawn to scale.
- h. Plans and specifications filed with the Board of Directors or Architectural Control Committee shall include a landscaping plan (sketch or drawing) for the front yard only and a drainage site plan for the entire property that addresses water drainage onto and away from the proposed building and property. Said landscaping plan shall show the proposed location of natural or undisturbed areas, lawn or grass, driveways, trees, shrubs and other décor. Landscaping plan submittal is required prior to landscaping. Landscaping plan is not required to obtain new home permit.
- i. Any building or other structure shall be finished or prosecuted to completion within two (2) years after the commencement of work thereon. Any approval of plans and specifications filed with the Board of Directors or Architectural Control Committee shall be valid for a period of two (2) years after such approval is given. The Architectural Control Committee may grant an extension of its approval upon good cause shown.
- j. For purposes of public safety all residences must display those house numbers assigned by the Lincoln County Planning Office. Such house numbers may be attached to the house, a garage, or a post set near the street, but in any event, must be readable from the street.
- k. No building or other structure which does not comply fully with the approved plans and specifications shall be erected, constructed, placed or maintained upon any Lot. No changes or deviations in or from the plans and specifications as approved shall be made without the prior written consent of the Architectural Control Committee.
- l. Every residential structure may have an attached or detached dog run located at the back or sides of the house, provided that said structure is made of chain link or any other material that is approved by the SVRA Board of Directors and/or the Architectural Control Committee. The structure cannot exceed 128 square feet, by 6 feet in height; the

plans for which must be submitted to and approved by the Architecture Control Committee or Board of Directors *prior to construction*. Dog runs at the side of a house will be approved only when location at the rear is impractical. A fee of \$75 will be required for all dog runs. (\$50 refunded upon approved completion of construction)

- m. Star Valley Ranch Association, its Board of Directors or Architectural Control Committee shall not be responsible or liable for any structural defects in the plans and specifications, whether approved or not, or in any building or other structure erected according to said plans and specifications. Neither Star Valley Ranch Association nor its Board of Directors or Architectural Control Committee shall be responsible or liable for the location of Lot lines or boundaries, for the erroneous or improper location of boundaries, buildings or other structures on the plans and specifications, whether approved or not, or for the erroneous or improper location of any building or other structure.
- n. Star Valley Ranch Association nor its Board of Directors or Architectural Control Committee, nor any director or committee member, shall be liable to any Lot Owner or Member, or to any other person, for any damage, loss or prejudice suffered or claimed on account of (i) the approval or disapproval of any plans, drawings or specifications, whether or not defective; (ii) the failure to enforce this policy (Architectural Control Policy) the IRC/IBC, as adopted by the Town of Star Valley Ranch, or the Declaration of Covenants, Conditions and Restrictions or to restrain a violation thereof; (iii) the failure to ensure that all elements of the design and construction comply with this policy (Architectural Control Policy), the IRC/IBC, as adopted by the Town of Star Valley Ranch, or the Declaration of Covenants, Conditions and Restrictions; (iv) the construction or performance of any work on a lot, whether or not pursuant to approved plans and specifications, or (v) otherwise carrying out the duties or exercising the powers of the Architectural Control Committee.

Section 3: Enforcement. The Association shall have the right to enforce, by any proceeding at law or in equity, all provisions of this policy (Architectural Control Policy), the IRC/IBC, as adopted by the Town of Star Valley Ranch, and the Declaration of Covenants, Conditions, and Restrictions. In any action to enforce any of said provisions, including the defense of any of said provisions, the Association shall be entitled to recover its legal fees and expenses in the event that a court shall determine that a Member or Owner has committed one or more violations of said policy (Architectural Control Policy), the IRC/IBC, as adopted by the Town of Star Valley Ranch, or the Declaration of Covenants, Conditions and Restrictions or to restrain a violation thereof.