

DEER MOSS CREEK NEW BUILDERS' GUILD APPROVAL PROCESS

Step 1: BUILDERS' GUILD INITIAL APPLICATION

1. Submit **DMC Builder Application Form and all supporting documents** by email or in person to Ruckel Properties (RPI).
2. Builder receives letter of approval or rejection from RPI.
3. If approved, go to Step 2 below.

Step 2: BUILDERS' GUILD APPROVAL PROCESS

1. Read the following Deer Moss Creek® documents:
 - Aesthetic Design Code
 - Declaration of Covenants, Conditions and Restrictions
 - Sales Contract
 - Listing Agreement
 - House Plan (per lot) Approval Application (HPAA)
 - House Plan (per lot) Review Checklist
 - Design Change Request After HPAA Approval Form
 - Inspection Form
2. Develop house plan per Aesthetic Design Code requirements.
3. Full Review: Fill out House Plan (per lot) Approval Application and Checklist.

OPTIONAL: Preliminary Review \$500. Builders can save money on plan redesign by choosing the Preliminary Review option. This allows the builder to receive Town Architect (TA) comments on a new plan before paying for a full set of plans for the Full Review. Preliminary Review requires site plan and exterior elevations only.

4. Write check for \$1600 non-refundable application fee, payable to **HCDI**.
5. No less than two (2) business days before the TA's next scheduled review date at Ruckel Properties, email TA (cc RPI) with the following plan package:
 - DMC House Plan Per Lot Approval Application
 - House Plan (Per Lot) Approval Review Checklist
 - Complete Set of House Plans
 - House Exterior Colors/Materials Form
 - Scanned \$1600 check
 - NOTE: Landscaping, driveways & site-specific items are not required for the Builders' Guild Approval but must be submitted at Inspection 1B.
6. On the review date, bring \$1600 check for TA. **No check = no review.**
7. TA reviews plan package and provides comments. TA will email builder (cc RPI) an "Accepted as Noted" or "Accepted" HPAA package including the signed HPAA form, colors, material cut sheets, and design drawings. If a second review is required, TA will specify if it is to be in person or by email.
8. If plan is approved, RPI will notify builder of Builders' Guild approval status.
9. NOTE: Builders' Guild members purchase lots directly from RPI with no outside realtor involved. See Marion Ruckel Skalicky for builder lot pricing.