

## BUILDER CHECKLIST REQUIREMENTS

1. Submit architectural plans, a “to-scale” site plan showing the location of the house, driveway and septic field in relation to the street and surrounding lots, and House and Site Design Review Application with the \$300 fee. Submit to:

GAY MERCER DESIGNS, LLC  
3101 Big Hill Rd.  
Kettering, OH 45419  
937.545.0371  
[Gem4@GayMercer.com](mailto:Gem4@GayMercer.com)

2. A “to-scale” landscaping plan and Landscape Design Review Application must be submitted within 90 days of building plan approval. LANDSCAPING PLANS ARE THE RESPONSIBILITY OF THE BUILDER AND OWNER. Submit plans to:

Imad Shtayyeh  
[imad@cfxinc.net](mailto:imad@cfxinc.net)

3. Mark and rough stake lot.
4. Maximum review time after receipt of the plans is 10 days.
5. Receive final approval.
6. Final stake of location of the house, send an “as-is” drawing to Gay Mercer.

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7. BEFORE CONSTRUCTION BEGINS:
  - A. A CONCRETE DRIVEWAY CULVERT AT AN ELEVATION APPROVED BY THE COUNTY ENGINEER MUST BE INSTALLED ALONG WITH ENOUGH GRAVEL SO THAT MUD IS NOT TRACKED ONTO THE ROADWAY.
  - B. INSTALL A PORT-A-JOHN ON THE SITE.
  - C. INSTALL A DUMPSTER OF SUFFICIENT SIZE TO HANDLE ALL OF THE DEBRIS.
  - D. REVIEW OVERALL GRADING PLAN FROM MCDOUGALL MARSH LAND SURVEYORS (937.847.2660) SO THAT YOU DO NOT DUMP WATER ON ANOTHER LOT.

E. IF YOU HAVE A MOUND SYSTEM ON YOUR LOT, PLEASE CONTACT THE GREENE COUNTY HEALTH DEPARTMENT AT 937.374.5600 FOR SPECIFIC INSTRUCTIONS.

F. ALL OF THESE ITEMS ARE SUBJECT TO FINES AND LIENS IF NOT COMPLETED PER THE DEED RESTRICTIONS.

8. BEGIN CONSTRUCTION.

### **COMMON PROBLEMS:**

1. BUILDERS ARE RESPONSIBLE FOR ALL SUBCONTRACTORS. IF SUBCONTRACTORS TEAR UP THE DITCHES ON ANY LOT(S), THE BUILDER IS RESPONSIBLE.
2. STONE HEADWALLS HAVE TO BE BUILT WITH LATHAM STONE. BUILD THE HEADWALLS FROM THE ENCLOSED PLAN.
3. ALL DRAINAGE PIPES MUST BE CUT OFF BELOW GROUND, CAPPED AND COVERED WITH STONES.
4. THE HOUSE CARRIAGE LIGHT NEEDS TO BE 6 FEET IN HEIGHT (MINIMUM) AND AT THE RIGHT-OF-WAY LINE.
5. NO SIGNS, EXCEPT ONE REAL ESTATE AGENT'S SIGN AND ONE BUILDER'S SIGN, ARE ALLOWED ON THE LOT. IF ANY SIGNS ARE NOT REMOVED WITHIN 48 HOURS OF NOTIFICATION, BUILDER AND/OR OWNER WILL BE SUBJECT TO A \$1,000 FINE AND A LIEN ON THE PROPERTY. NO SUBCONTRACTORS' OR SUPPLIERS' SIGNS ARE ALLOWED ON ANY LOT.
6. EXCEPT FOR OCCUPIED MODEL HOMES, ALL BUILDER SIGNS SHALL BE REMOVED 60 DAYS AFTER OCCUPANCY OR EARLIER IF REQUESTED BY THE OWNER.
7. BUILDERS MUST NOT FAIL TO CHECK WITH MCDOUGALL MARSH LAND SURVEYORS TO MAKE SURE THE LOT IS GRADED CORRECTLY TO MAINTAIN THE FLOW OF WATER, BOTH ON THE INDIVIDUAL LOT AND ON THE SURROUNDING LOTS. **PLEASE CHECK WITH MCDOUGALL MARSH TO GET A COPY OF THE GRADING PLAN FOR THAT LOT AND SURROUNDING LOTS.**

**PLEASE READ THE DEED RESTRICTIONS THOROUGHLY BEFORE YOU BEGIN CONSTRUCTION.**

## HOUSE & SITE DESIGN REVIEW APPLICATION

Lot Number: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

Date: \_\_\_\_\_

Owner(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Builder: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Architect or Designer: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Home Staking: \_\_\_\_\_

Engineer/Surveyor (Ohio Registered): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_

<p><i>Submittals Accompanying this Application</i></p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>1. Application Fee (\$300)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2. Septic Site Survey</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>3. Site Plan</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4. Building Plans</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5. Miscellaneous (list below)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="3">_____</td> </tr> <tr> <td colspan="3">_____</td> </tr> </tbody> </table>		Yes	No	1. Application Fee (\$300)	_____	_____	2. Septic Site Survey	_____	_____	3. Site Plan	_____	_____	4. Building Plans	_____	_____	5. Miscellaneous (list below)	_____	_____	_____			_____		
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<p><b>DESIGN DATA</b></p>	<p>The following items must be considered in the preparation of all drawings &amp; specifications. Check all items that have been incorporated.</p>																								
<p><b>SITE DESIGN</b> <i>(Check all that apply)</i></p>	<p>A. Driveway  <input type="checkbox"/> Straight in from street  <input type="checkbox"/> Curved in from street  <input type="checkbox"/> Common Driveway  <input type="checkbox"/> Materials _____</p> <p>B. Home Orientation  <input type="checkbox"/> Parallel to Street  <input type="checkbox"/> Perpendicular to street  <input type="checkbox"/> At an angle to street      Approx. angle _____  <input type="checkbox"/> Home has been staked</p> <p>C. Site Qualities  Indicated on the site drawings:  <input type="checkbox"/> Approx. location of large trees to be removed  <input type="checkbox"/> Rainwater control during construction</p> <p>Minimum front, side &amp; rear yard setbacks have been maintained.  <input type="checkbox"/> Yes    <input type="checkbox"/> No    If No, describe the variance.  _____  _____</p> <p>D. Garage Opening  <input type="checkbox"/> Facing side yard  <input type="checkbox"/> At rear  <input type="checkbox"/> Other _____</p> <p>E. Finished Floor Elevation  How far above/below existing grade _____</p>																								
<p><b>HOME DESIGN</b></p>	<p>A. Type of Home  <input type="checkbox"/> One Story  <input type="checkbox"/> Two Story  <input type="checkbox"/> Split Level  <input type="checkbox"/> One and one half Story  <input type="checkbox"/> Other _____</p>																								

**HOME DESIGN**

*(Cont'd)*

- B. 1st Floor Finished Square Footage \_\_\_\_\_  
 2nd Floor Finished Square Footage \_\_\_\_\_  
 Basement Sq. Footage \_\_\_\_\_ Total \_\_\_\_\_  
 Finished \_\_\_\_\_ Unfinished \_\_\_\_\_
- C. Building Height  
 Ridge line height above finished grade of lot at  
 main entry \_\_\_\_\_  
 Maximum ridge height allowed \_\_\_\_\_
- D. Roof Form  
 Gable Roof  
 Hip Roof  
 Other \_\_\_\_\_
- E. Windows  
 Manufacturer \_\_\_\_\_  
 Type \_\_\_\_\_  
 Window Finish/Color \_\_\_\_\_
- F. Garage Door  
 Flush Overhead  Stained  
 Paneled Overhead  Nat. Wood  
 Wood Siding Covered  Painted

**BUILDING  
MATERIALS &  
COLOR**

- A. Roof Materials  
 Wood Shingles  
 Asphalt or Fiberglass Shingles - color, style &  
 manufacturer \_\_\_\_\_  
 Other \_\_\_\_\_
- B. Exterior Siding Material  
 Wood (Type/Color/Sample) \_\_\_\_\_  
 Stone (Type/Color/Pattern/Sample) \_\_\_\_\_  
 Brick (Manufacturer/Color/Pattern/Sample)  
 \_\_\_\_\_
- C. Exterior Trim  
 Fascias/Corner Boards (Material/Color Chart)  
 \_\_\_\_\_  
 Gutters & Downspouts (Type & Color) \_\_\_\_\_  
 Window Trim (Materials/Color) \_\_\_\_\_
- D. Doors  
 Entrance (Type & Finishes) \_\_\_\_\_  
 Exterior Service &/or Rear Door (Types & Finishes) \_\_\_\_\_  
 \_\_\_\_\_
- E. Shutters  
 (Style & Color Chart) \_\_\_\_\_

<p><b>BUILDING MATERIALS &amp; COLOR</b> <i>(Cont'd)</i></p>	<p>F. Skylights Visible from the Street    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>G. Fireplace Chimney (Type of Construction _____ _____</p>
<p><b>PATIOS, TERRACES, DECKS, ETC.</b> <i>(Locate on Plans)</i></p>	<p><input type="checkbox"/> Patio        Materials _____        Color _____</p> <p><input type="checkbox"/> Decks        Materials _____        Color _____</p> <p><input type="checkbox"/> Railings     Materials _____        Color _____</p> <p><input type="checkbox"/> Porch        Materials _____        Color _____</p> <p><input type="checkbox"/> Covered     Materials _____        Color _____</p> <p><input type="checkbox"/> Terrace      Materials _____        Color _____</p> <p><input type="checkbox"/> In Ground Swimming Pool        Size _____</p> <p><input type="checkbox"/> Tennis Court (Screening Detail) _____</p> <p><input type="checkbox"/> Play Structure _____</p> <p><input type="checkbox"/> Other _____</p> <p>Entry Walk</p> <p><input type="checkbox"/> Straight     Materials _____</p> <p><input type="checkbox"/> Curved       Materials _____</p>
<p><b>ACTION BY COMMITTEE</b></p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved as Noted</p> <p><input type="checkbox"/> Revise and Resubmit</p> <p>By _____</p> <p>Date _____</p>

# LANDSCAPE DESIGN REVIEW APPLICATION

Submit to: Imad Shtayyeh  
[imad@cfxinc.net](mailto:imad@cfxinc.net)

Lot Number \_\_\_\_\_

Street Name & No. \_\_\_\_\_

Date \_\_\_\_\_

## Owner(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Representative \_\_\_\_\_

## Landscape Architect/ Designer

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Representative \_\_\_\_\_

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<p><b>DESIGN DATA</b> <i>(Check all that apply)</i></p>	<p> <input type="checkbox"/> Location of existing wooded area on lot  <input type="checkbox"/> Plant list including approximate sizes  <input type="checkbox"/> Description of lot areas to be seeded, sodded, or left natural  <input type="checkbox"/> Description of landscaping on mounded areas  <input type="checkbox"/> Utilities shown or screened  <input type="checkbox"/> Retaining wall used  <input type="checkbox"/> Low-voltage landscape lighting </p>																								
	<p>Fence or Wall:</p> <p> <input type="checkbox"/> Fence            Type _____    Color _____  <input type="checkbox"/> Wall                Type _____    Color _____ </p>																								
	<p>Miscellaneous:</p> <p> <input type="checkbox"/> Carriage light located _____    Type, color and size _____ </p>																								
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