

TAHOE MEADOWS BUILDING AND DESIGN STANDARDS

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I. GENERAL

A. DESIGN GOALS

The Tahoe Meadows Building and Design Standards are set forth as guidelines to preserve the Tahoe Meadows Philosophy as declared in the original Protective Covenant dated June 27, 1937, to wit: The objective of the owners of land in Tahoe Meadows is to maintain the beautiful rustic character of woods, meadows and lake shore and to ensure that it shall not be spoiled by overcrowding of lots, fire, unsanitary conditions, or other damage to the natural lands.

The specific goal of these Building and Design Standards is to guide compliance with Article 3, Section 10 of the Restated Declaration of Covenants, Conditions and Restrictions of Tahoe Meadows, and more particularly, with that section's mandate that all improvements shall be of suitable quality and in harmony of external design and location in relation to surrounding Buildings, Structures and the natural environment. In 1990, Tahoe Meadows was declared a Historic District and placed on the National Register of Historic Places (reference # 90000555). That historic designation has served to further define the unique character of Tahoe Meadows, as well as to influence the tone for maintaining a harmony between proposed and existing architectural design and the natural environment. To that end, the Design Standards have been updated to preserve, protect, and maintain the historic character of Tahoe Meadows.

It is the aim of Tahoe Meadows to have a living situation that is far removed from a typical suburban residential subdivision, by retaining the natural Sierra landscape, preserving the historic character, and protecting the feeling of open space. To preserve these goals, the Tahoe Meadows Building Committee was formed to review and monitor construction and improvements within Tahoe Meadows. The Committee then makes recommendations to the Tahoe Meadows Board. The Board shall make all final decisions.

When developing, each lot owner is encouraged to use his property in a tasteful and imaginative way. The intent of these Standards is not to unnecessarily restrict style or individuality, but rather, to foster harmony between the development and natural surroundings.

B. DEFINITIONS

For purposes of these Building and Design Standards, the following capitalized terms shall have the following meanings:

"Association" shall mean Tahoe Meadows Homeowners Association, a California nonprofit mutual benefit corporation, the Members of which are the owners of real property located within Tahoe Meadows.

"Board" or "Board of Directors" shall mean the Board of Directors of Tahoe Meadows.

"Building Committee" or "Committee" shall mean those Members selected by the chair to serve. The Building Committee is responsible for implementing, overseeing, and enforcing these Building and Design Standards, pursuant to the CC&Rs.

Buildings and Land Coverage include the following concepts and definitions:

1. "Buildings" are defined to include, but not be limited to, enclosed areas such as houses, cottages, garages, sheds, enclosed porches or decks, pump houses, boat houses, and tent platforms.
2. "Enclosed Space" is a measurement that shall include all floors or levels of Buildings to include, but not be limited to, enclosed areas such as houses, cottages, garages, sheds, enclosed porches or decks, pump houses, boat houses, tent platforms, lofts, storage and any other enclosed floor area. Enclosed space for the purpose of this document may not be the same as a commonly used architectural measure of living space. Enclosed Space is calculated using the exterior walls of a Building.
3. "Footprint" is a measurement that shall include the area covered by all Buildings. Structures such as walkways, driveways, and unenclosed decks are not counted toward the footprint limitation.
4. "Land Coverage" is a measurement that shall include the total of the Footprint of all Buildings plus other Structures on site.
5. "Massing" refers to the structure in three dimensions, not just its outline from a single perspective (as seen in elevations). Massing includes the overall size and form of a building and defines the overall expression of the building when viewed from outside.
6. "Structures" are defined to include, but not be limited to, open or roofed, covered or uncovered, pervious or impervious construction such as carports, porches, steps, decks, patios, walkways, driveways, parking pads, fences, and walls.

"Building Plan Package" or "Plan Package" shall mean all those items discussed in Section III B that are required for submittal to the Building Committee and Board for review and final approval before any proposed Building construction, improvement or modification may be undertaken within Tahoe Meadows.

"Bylaws" shall mean the First Restated Bylaws of Tahoe Meadows and any amendments thereto.

"CC&Rs" shall mean the Restated Declaration of Covenants, Conditions and Restrictions of Tahoe Meadows, dated December 31, 1996, and any amendments thereto.

"Contact Person" shall mean one person, selected by the owner(s), with whom the Building Committee and Board shall formally communicate.

"Enclosed space" See Buildings and Land Coverage.

"Footprint" See Buildings and Land Coverage.

"Kitchen" shall mean a room or area that is used for food preparation. This shall include, but is not limited to, areas with a dishwasher, oven, stove, microwave oven, refrigerator, or toaster oven.

"Land Coverage" See Buildings and Land Coverage.

"Member" shall mean a person(s) having ownership of property within the Association.

"Major Project:" A major project is any project which involves:

- Changing the exterior of an existing Building or Structure including, but not limited to, replacing windows, doors or siding;
- Removing an existing Building or Structure;
- Altering the Building or Structure's footprint or location on the member's property;
- Adding a Building or Structure to the owner's property;
- Changing a Building or Structure to add enclosed space;
- Changes that could in any way impact or alter the historic character of a Building designated as Historically Contributing to the TM Historic District is a Major Project.

"Massing" See Buildings and Land Coverage.

"Minor Project" Any repair, remodel, or interior construction in a Building or Structure which is covered by Building and Design Standards but is not a major project. An example of a minor project is repainting or staining to match the existing color or repairing or replacing a roof with similar materials. All minor

projects, including maintenance projects, require approval from the Building Committee chairperson prior to the start of work.

"Property Documents" shall mean the Tahoe Meadows CC&Rs, Bylaws, Regulations, and the Building and Design Standards.

"Single Family Dwelling" shall mean that only one family, and their guests, shall reside on a lot, and that lot shall have only a single kitchen.

"Structures" See Buildings and Land Coverage.

C. GENERAL BUILDING REQUIREMENTS

1. COMPLIANCE WITH STANDARDS, CC&R'S & GOVERNMENTAL AGENCIES

All construction shall conform to the Tahoe Meadows Property Documents which include the Restated Declaration of Covenants, Conditions and Restrictions of Tahoe Meadows, the By-laws of Tahoe Meadows, The Tahoe Meadows Regulations, and the Tahoe Meadows Building and Design Standards.

In addition, all construction shall comply with all applicable regulations, permit requirements and approvals of any and all governmental agencies having jurisdiction over the construction, use or occupancy of Buildings, Structures and properties within Tahoe Meadows, including, but not limited to, the City of South Lake Tahoe and the Tahoe Regional Planning Agency (TRPA).

In cases where the Tahoe Meadows Property Documents are more restrictive than other agencies regulations, the Tahoe Meadows Property Documents shall take precedence.

It is the responsibility of the owner to obtain information about required governmental approvals and to gain approvals from each such agency. The approval of any project by the Tahoe Meadows Building Committee or Board does not waive the necessity of obtaining other such permits and approvals.

2. EFFECTIVE DATE OF STANDARDS

These Building and Design Standards shall apply, commencing on the date that they are approved by the membership of Tahoe Meadows.

Construction of Buildings and Structures approved by the Board prior to the adoption of these updated Building and Design Standards are exempt from these requirements, except that subsequent repairs, modifications or reconstruction shall be subject to these Standards. However, any previously approved Buildings and Structures are subject to the provisions of the Building and Design Standards that were in effect at the time such construction was approved. Each lot owner is encouraged to voluntarily correct any substantial departures from these updated Standards.

II. SPECIFIC BUILDING AND DESIGN REQUIREMENTS

In order for a proposed project to be approved, it must conform to all of the following requirements. The Tahoe Meadows architectural review is both quantitative and qualitative. Projects will be evaluated for their quantitative adherence to measurable parameters as well as the quality of the design and its integration into the surrounding community setting.

A. ARCHITECTURAL DESIGN

The overall design shall be taken into account for approval. All construction within the Tahoe Meadows Historic District shall preserve the historic relationship between Buildings, landscape and open space. Garages, carports, decks, sheds, etc. shall be an integral part of the overall design and shall blend with the surroundings within Tahoe Meadows.

The design shall be Alpine or Rustic in nature and harmonious with existing or historic Buildings and Structures within the Tahoe Meadows Historic District.

As part of the unique quality of the of the historic setting of Tahoe Meadows, new buildings in their architecture and types should also be guided by an aspiration for the highest quality design appropriate to the historic context.

Since the 1920s, buildings in Tahoe Meadows have changed and evolved from cabins set in the forest or along the lake, to fairly substantial vacation homes and residences for permanent living. It thus has become a critical issue for the concept and design of new buildings to deal with the larger volumes and scale in a measured, carefully considered way, appropriate to the historic context. A clear concept of design shall be presented by explicitly stating how these issues (size, massing and scale, fitting into the historic context, relating to neighborhood and street) are addressed.

Blending with the characteristics of the street setting should be made an integral part of the design of proposed structures.

The Historic Preservation Statement, detailed in section III B. 4., shall serve to communicate the details and methods used to accomplish these design goals.

The U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation should be used as guides to construction, reconstruction, repair, and maintenance of historic resources.

Disharmonious Buildings and Structures where the architecture, materials, colors, size or volume of a Building or Structure is deemed to be out of character or incompatible with the existing historic Buildings and Structures within Tahoe Meadows, shall not be approved.

To determine if a property contains a Building or Structure which is listed by the Secretary of the Interior as contributing to the Tahoe Meadows Historic District or to obtain more information on historic guidelines, owners may contact the Building Committee. The U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation are available on the U.S. Secretary of the Interior's website.

Without exception, all lots are strictly limited to Single Family dwelling units, containing only one Kitchen unless an Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) is approved on the site. An ADU/JADU project shall only be approved when the ADU/JADU meets all of the design standards, qualitative requirements and quantitative limitations (with exceptions for enclosed space and/or footprint) herein. All other Buildings, including the primary residence, and all Structures, excluding the ADU/JADU, must meet all of the design standards, qualitative requirements and quantitative limitations herein without exception.

B. SITING

To the extent reasonably possible, all Buildings and Structures shall be designed and sited so as not to substantially block the views of any other property, yet at the same time take advantage of the natural foliage on the site. As defined in Article 3, Section 11 of the CC&Rs, Buildings and Structures shall have a minimum setback of ten (10) feet from the side and back property lines and twenty (20) foot minimum setback from the property line on any road.

C. LOT AREA

As defined in Article 3, Section 14 (Building Site) of the CC&Rs, the minimum lot size is thirteen thousand (13,000) square feet (exclusive of rights of way for roads thereover), with a minimum of eighty (80) feet of frontage on any road, meadow or desert and an average width not less than eighty (80) feet.

D. HEIGHT LIMITATION

The height limitation on all Buildings is thirty (30) feet. This height shall be measured from the highest point at which any part of the Building's foundation intersects the natural landscape to the highest peak of the Building.

Chimneys may extend an additional two (2) feet over the height of the Building.

Roofs shall reflect the steep angle style common within the Meadows with a minimum pitch of 3:12. Under no circumstances shall flat roofs be allowed.

E. SIZE LIMITATION

The maximum Enclosed Space - a measurement that includes the combined enclosed floor area of all floors or levels of all Buildings on a lot - shall be related to the size of the lot. In no case shall the maximum size exceed three thousand five hundred (3,500) square feet.

The Enclosed Space shall be no more than a maximum of 20% of lot size or a maximum of 3,500 SF, whichever is less.

For example:

The Tahoe Meadows minimum lot size is 13,000 SF. Enclosed space is allowed in proportion to the lot size. On a 13,000 SF minimum size lot, the 20% limit allows up to 2,600 SF of enclosed space. Any lot over 17,500 SF could build up to the maximum 3,500 SF if all other requirements are met.

Buildings existing at the time of the adoption of the proportional enclosed space limit may be grandfathered with respect to catastrophic loss. Catastrophic loss includes fire, wind, fallen tree, snow collapse, etc. which renders the building uninhabitable and requires demolition of the entire structure. Lack of maintenance is not a catastrophic loss. Rebuilding will be permitted as follows:

Rebuilding shall be permitted up to the total enclosed space of the building prior to its loss or 20% of the lot size, whichever is greater.

This new construction shall meet all other TM requirements such as setbacks, footprint size, lot coverage, height and the preservation of neighboring views.

The proportional enclosed space limit shall be effective one year after adoption by the Tahoe Meadows Board of Directors on March 12, 2023. The effective date is March 12, 2024. Projects that are submitted for a preliminary review prior to the effective date will not be subject to the 20% limit.

The maximum Footprint for all Buildings shall be three thousand (3,000) square feet.

The maximum Land Coverage (Footprint of Buildings plus other Structures) shall be 20% of the total lot size or 4,000 sq ft, whichever is larger.

Compliance with the limitations for maximum Footprint, maximum Enclosed Space, and maximum Land Coverage shall not exempt the proposed Building or Structure from analysis of its compatibility with the historic Buildings within the Tahoe Meadows with respect to architectural design concerns, including volume, bulk and/or size.

F. MASSING OF BUILDINGS

The mass of a building, its three-dimensional form, is evaluated for scale, bulkiness and relationship to exterior spaces. Massing that is "broken up" to reduce bulkiness is usually more successful.

Building Mass on sites in close proximity to other buildings or on double loaded streets (streets with houses on both sides) should be scaled with respect the existing built

environment. Consideration of the visual impact on the setting of neighboring historically contributing structures is necessary.

G. EXTERIOR COLORS, FINISHES & MATERIALS

The exterior walls and trim should blend in with the natural surroundings. The use of wood, whether in sheets, planks, or logs, for the exterior walls, is strongly encouraged. The use of stucco, cinder block, man-made, or other pre-built material for the exterior walls is discouraged.

Dark, dull colors, grayed colors, or natural weathering colors that blend into the surrounding area should be used on large surfaces. Stains are preferred to paints, but if paints are used, glossy finishes should be avoided. Information detailing proposed materials is required. Preferred information includes the manufacturer, product name, finish and color. Samples of paints and stains, as applied on scraps of the proposed exterior material, may be required to illustrate the end result.

No reflective finishes such as untreated galvanized sheets shall be used on exterior surfaces with the exception of small hardware items. Large glass areas are to be protected or oriented to minimize glare from reflected sunlight or night lighting into adjacent properties.

1. CONSIDERATIONS FOR HISTORICALLY CONTRIBUTING BUILDINGS

Buildings that are listed as contributing to the Tahoe Meadows Historic District can pose challenges to conservation, repair, and upgrading for livability. The Board has approved the following limited exceptions to the U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation.

Roof Replacement Policy for Contributing Buildings

The U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation call for use of roofing materials that match the existing roof. In Tahoe Meadows this is most often wood shake.

The City of South Lake Tahoe requires a Class A roof when a roof is replaced. Modern wood shingles are laid over layers of underlayment to improve fire resistance to Class A. This type of roof construction may be quite heavy.

Contributing Buildings that are structurally incapable of carrying a heavy Class A wood shingle roofing system may apply to the Building Committee for an exemption from the Secretary of the Interior's standards. (Board action July 2016)

Asphalt or polymer shingles may be allowed in place of the heavier wood shingle product.

A written statement from a structural engineer describing the structural inadequacy and modifications that would have to be made to strengthen the Building to carry a Class A wood shingle roof is required.

The Building Committee will strictly review roof materials for color and overall appearance. The goal is to match the existing wood shake roof appearance as closely as possible.

Window and/or Exterior Door Replacement Policy for Contributing Buildings

Strict adherence to the U.S. Secretary of the Interior's Standards for Treatment of Historic Properties and The Secretary of the Interior's Standards for Rehabilitation would require rebuilding windows or exterior doors to retain old glazing, etc. This is not always possible and some owners wish to improve the energy efficiency of their Buildings.

Use of modern windows or exterior doors may be permitted in contributing Buildings subject to review and approval.

Replacement windows and/or exterior doors shall match the existing window or door as closely as possible (size to match existing, exterior material such as wood or metal to match existing, style of window such as double hung or casement to match existing). (Board action March 2018)

Sills and trim that need to be replaced must match the original material and be milled to match existing dimensions and profiles. Colors must match the existing colors.

The Building Committee will strictly review requests to replace windows and/or exterior doors for adherence to the 'as exact as possible' match criteria.

H. STORAGE SHEDS AND SMALL OUTBUILDINGS

All small Buildings including, but not limited to storage sheds, cottages, and other small outbuildings must blend in with the surrounding Buildings. All such Buildings shall be made of wood.

All Buildings regardless of size, shall require Tahoe Meadows approval.

I. STRUCTURES SUCH AS CARPORTS, PORCHES, DECKS, DRIVEWAYS, ETC.

Structures count toward Land Coverage. Structures must blend with the surrounding Buildings. Structures shall be made of wood where possible.

Structures such as driveways, steps, walkways, patios that are made from asphalt or slab concrete are discouraged and shall be justified in writing before approval.

Painted driveways, walkways or other ground cover Structures shall not be allowed.

Use of pervious materials for driveways, parking pads, walkways, patios or decks may be granted a partial exemption depending on the degree to which water infiltration is achieved by the Structure's material.

J. HOUSE TRAILERS

The use of house trailers, campers, camper shells, or mobile homes as dwelling units, within Association boundaries is prohibited.

K. UNDERGROUND WIRING

Tahoe Meadows encourages underground wiring whenever possible.

L. LANDSCAPING

1. GENERAL

Landscaping shall conform to the natural and ecological Sierra landscape.

As defined in Article 3, Section 10 (Architectural Approval) of the CC&Rs, improvements requiring review & approval includes, but is not limited to, any new vegetation (trees, bushes, etc.) that will at maturity or sooner obscure views.

Planting shall be of materials which are native to the area or compatible with native flora. Plants shall be selected from TRPA handbook of Best Management Practices.

Any excavations or fill shall also be in accordance with the TRPA handbook of Best Management Practices.

All TRPA regulations shall be complied with, including the use of nitrogen rich fertilizer.

Unsightly piles of slash or trash are prohibited.

2. CUTTING OF TREES

Construction shall be such to minimize tree removal and potential damage to other trees.

It is the owner's responsibility, when thinning or removing live trees, to obtain approvals from any governmental agencies with jurisdiction over such activities.

Permission shall be obtained from the Tahoe Meadows Board to cut or trim trees located on any Tahoe Meadows community property.

M. FENCES

1. BOUNDARY FENCES

No fences or walls or other Structures delineating one's boundaries are permitted.

2. SCREENING FENCES

Short screening fences for privacy or for camouflage, using native materials may be permitted with approval.

Items such as garbage cans, fuel tanks, pumps, satellite dishes, or unsightly items shall be screened or concealed from neighboring views. Vehicles, such as trailers, campers, mobile homes, boats, and cars that are for occasional use, shall also be screened or camouflaged. Any screening fence shall not obscure the principal views of any other property.

N. GARBAGE CANS

Garbage cans shall be stored in a way that prevents tipping due to weather and animals. Bear-proof boxes or containers are encouraged.

O. FLOOD LIGHTS

Flood or night-lights shall be directed onto the owner's area only and not to adjacent property. Exterior lights shall be capable of being directed to the needed exposure areas.

P. BUILDING SCHEDULE

All construction specified in the Plan Package shall be completed within 2 years and construction shall start within 1 year after final Board approval.

Schedules that are outside this window shall be justified. For schedule delays beyond the applicant's control, a written request for extension must be submitted to the Committee and approved by the Board.

III. BUILDING PLAN APPROVAL PROCEDURE

Residential construction projects in the Tahoe Basin are subject to unique climatic and government agency timing constraints that must be considered in planning any construction project in Tahoe Meadows.

Multiple agency approvals may be required for construction projects, in addition to review and approval by the Tahoe Meadows Building Committee and Board.

Owners and builders are strongly encouraged to submit Preliminary and Final Review applications with all required documentation and materials to the Building Committee as early as possible. Neither the Committee nor the Board desires to delay a project, but each has an obligation to the membership in performing its design review duties.

A. PROJECT REVIEW PROCEDURE

Formal application for approval of any improvement, exterior repair, exterior maintenance, addition, demolition, or new construction of Buildings or Structures must be made and shall be processed as follows.

1. MINOR PROJECT APPROVAL PROCEDURE

Minor Projects (see Definition) require a written description of the proposed project including:

- Descriptive drawings which need not be architectural drawings. For Minor Construction Projects, hand drawings or sketches, to scale, may be submitted in lieu of architect's engineered drawings;
- Complete description of the materials and finishes proposed (manufacturer, color, etc.)
- Any change to the Footprint, Enclosed Space, Structures or Land Coverage will require measurement and calculations showing the square footage of the proposed changes. Please refer to the definitions in section I. B.;
- Sufficient detail to demonstrate the project is not a "Major Project".

Minor Project plan approval can be obtained from the Building Committee. Decisions of whether a project is a major or minor project shall be made by the Building Committee. Owners may contact the Committee for a determination on whether their project is minor or major.

2. MAJOR PROJECT PLAN APPROVAL PROCEDURE

A. Preliminary Review

An owner may request the Building Committee to conduct a preliminary review of a proposed project. The purpose of the Preliminary Review is to give the Committee an opportunity to provide early input before an owner has committed substantial funds to a project. Preliminary Review is strongly encouraged for all major projects.

Preliminary Review shall be required for owners seeking a variance to a requirement in these Building and Design Standards.

In no event shall any Preliminary Review of a proposed improvement be deemed to constitute final approval authorizing construction of the improvement. Final Approval shall be based on a complete Plan Package conforming to the requirements of Section III B below.

Requests for Preliminary Review shall be considered and processed as follows:

1. Written Request for Preliminary Review

Any request for Preliminary Review shall be in writing and shall present sufficient detail to apprise the Committee of the general nature, location, dimensions and contemplated exterior colors and finishes of the proposed project.

Owners should submit concept drawings that are to scale for Preliminary Review during the early stages of the design cycle.

Preliminary Review will give the Committee and the Board early input into the project, saving the owner valuable time and avoiding costly design changes.

Variance requests shall be reviewed and may be approved as part of the Preliminary Review process.

2. Committee Response

The Committee shall review the preliminary plans. If the committee finds there is a major issue with the proposed project, it may ask the board to also perform a Preliminary Review.

The Committee will respond to the applicant in writing with its findings.

The Preliminary Review findings may

- a) state that the preliminary drawings are such that the proposed improvement is likely to be approved after the Final Review, or
- b) provide guidance, recommendations, and/or conditions concerning the form and substance of the plans.

A Preliminary Review including a variance request will be reviewed by the Committee and the Board. All variance decisions are made by the Board.

Upon receipt of the Committee's response, the applicant may revise the proposed plans accordingly and either resubmit them for a second Preliminary Review or submit a complete Final Review Building Plan Package in accordance with Section III B below.

B. Final Review

A Building Plan Package shall be submitted by the owner to the Building Committee when applying for approval of any new Building, Structure, modification, addition or demolition. This includes repairs to the exterior of the Building or Structure.

In order for a building project to be approved, all of the items specified in Section III. B. below must be included in the Building Plan Package. Incomplete or omitted items will cause delays in the approval process.

Approval of any Major Construction Project shall require the submittal of signed and dated architect's engineered drawings.

Required items the Committee determines to be unnecessary may be waived upon a written request from the owner submitted as part of the Building Plan Package.

C. Review Period Start Date

The review period begins when all required Building Plan Package items have been submitted in complete form. The Building Committee Chair shall determine whether the plan package is complete and the date all required materials have been received.

One copy of the submitted plan package shall be kept in the Tahoe Meadows' files for reference.

Members are strongly encouraged to submit their Building Plan Package to the Building Committee concurrently with submitting to TRPA and/or the City of South Lake Tahoe.

C. Fees [RESERVED]

D. Review by Committee

The Building Committee shall verify that a complete Building Plan Package has been submitted and shall inform the Contact Person in writing that either

- a) the Building Plan Package is complete and the review process has begun, or
- b) certain items were missing or additional information is required before the Building Plan Package will be reviewed.

Upon receipt of all required information, the Building Committee shall begin its review of the Building Plan Package. The Committee shall evaluate the plan based on the requirements and the guidelines set forth herein and may request such additional information as is necessary to clarify the plans.

Building Committee reviews may be completed by email. No in-person meeting is required either for the Committee's review or for the final recommendation to the Board.

If an in-person Building Committee meeting is held, the owner(s) and Contact Person for any proposal scheduled for review and consideration shall be entitled to appear. The owner or Contact Person shall be entitled to be heard on the matter and may be accompanied by his or her architect, engineer and/or contractor. Other owners whose properties may be adjacent to or affected by the proposed improvement shall be notified and asked to comment and may attend the meeting.

The Building Committee shall keep detailed records of its findings and actions.

E. Recommendation to the Board

After a thorough review, the Committee shall vote for recommendations to be presented to the Board.

Recommendations shall be in writing and shall indicate the Committee's approval, disapproval or "no recommendation" of the Building Plan Package.

Recommendations shall also include any conditions the Committee deems necessary for approval. The Committee's vote tally shall be included and may indicate how each Member voted.

When the Committee presents its recommendations to the Board, it shall include the following information:

- A summary of the complete Building Plan Package.
- A plan set including plot plans, floor plans, and elevation drawings. If an unresolved issue is illustrated in the complete plan set, the complete plan set may be presented to the Board for its review.
- Any relevant correspondence with the owner(s) or the Contact Person concerning the proposed building plan or variance request.
- Correspondence and comments of any other Tahoe Meadows owners concerning the proposed building plan.
- Any special findings the Committee has made.

F. Decision by the Board

The Committee shall present the plans, along with its findings and recommendations, to the Board of Directors for a final decision.

Board reviews may be completed by email. No in-person meeting is required either for the Board's review or for the final decision. Results of email reviews and decisions will be reported at the next Board meeting.

At its discretion, the Board may approve or disapprove all or part of the building plans. The Board may also condition approval upon the adoption of modifications in the plans and specifications or observance of restrictions as to location, size, materials, modifications or similar conditions.

G. Time Limits for Approval

As defined in Article 3, Section 10 (Architectural Approval) of the CC&Rs, the Board has seventy-five (75) days for approval or disapproval of a complete Building Plan Package.

The Committee shall make every effort to present its recommendations to the Board of Directors as quickly as possible. In all cases, the Building Committee shall give a recommendation to the Board within 45 days after receipt of the complete Building Plan Package.

The Building Committee and Board shall have a combined total of 75 days after receipt of the complete Building Plan Package for the Board to approve or disapprove the proposed plans.

The 75-day period does not begin to run until all required items in the Building Plan Package, as set forth in Section III B below, have been received by the Committee.

If no decision has been made by the Board within 75 days after the complete Building Plan Package has been received by the Committee, the plans shall be deemed to have been approved as submitted. So long as Board vote occurs within 75 days from the date a complete Plan Package is received by the committee, the Board's action is binding.

The Board shall direct the Committee to promptly send written notice of its decision and findings to the owner or designated Contact Person. Failure of the Committee to notify in writing does not act as *de facto* approval of the plans so long as Board action by vote is taken within the 75-day period.

The Committee shall formally notify the Contact Person in writing within 7 working days after a decision by the Board. Such notice may be by email.

H. Inspections by Committee and by Architect or Engineer

The Committee, or designee, shall monitor progress of the construction and shall have the right to conduct on-site inspections, as may be necessary to confirm that the improvement project is proceeding in accordance with the approved plans and specifications.

Prior to the start of construction, the Committee, or designee, shall photograph the pre-construction condition of Tahoe Meadows property such as roads, desert, or meadow areas at the project location. Pre-construction conditions at the job site will be recorded to assure no damage attributable to the project occurs.

1) Interim Inspections: There will be at least one mandatory interim inspection of the project by an architect, engineer or inspector selected by the Building Committee to confirm that the plans as submitted are being implemented as construction proceeds.

The interim inspection will take place at a time agreed by owners, contractor, and the Building Committee. One inspection will occur when framing is complete to ensure height, footprint and other aspects are built in accordance with the approved plans.

Additional inspections may be required if the project presents multiple issues. Cost of the interim inspection(s) will be borne by the owner and the fees for the interim inspection(s) will be an hourly rate for the designated inspector.

As required in section III B. 2., the owner shall advance \$2,000 to the Tahoe Meadows Association to cover the costs of interim inspections. Once the project is completed and a Final Inspection has occurred, any remaining balance will be refunded to the owner.

2) Final Inspection: Upon the completion of any improvement project, a final inspection is required.

The owner shall give the Committee a written notice of completion. The owner shall submit a written certification by the builder or architect stating that the project complies with the original plan which was approved by the Board and identifying all variances from those plans. This written report requirement may be waived by the Building Committee upon application.

Within 30 days thereafter, the Committee will conduct a final inspection of the project to determine whether it was constructed in compliance with the approved plans. The Committee shall give written notice to the designated Contact Person or owner before an inspection occurs.

If the Committee finds that the construction was not in compliance with the approved plans, then the Committee shall give the owner or Contact Person a written notice of non-compliance detailing those aspects that were found not to be in compliance and must be modified, completed or corrected. Such written notice may be by email.

The Building Committee shall report to the Board, any violations or non-compliance with submitted plans after reasonable attempts have been made to resolve the issues. If the violations are not corrected, the Board and the Association shall have the enforcement rights and remedies set forth in Section IV. I. of these Building and Design Standards and in the Property Documents of Tahoe Meadows.

3). Inspection of Tahoe Meadows Roads and Communal Areas: Within 30 days of completion of any major remodel or new construction project, an inspection of Tahoe Meadows' property such as roads, desert and meadow communal areas, etc. shall be done by the Committee, or designee, to ensure that no damage attributable to the project exists.

As required in section III B. 3., the owner shall advance \$3,000 to the Tahoe Meadows Association as a deposit for potential damage due to construction, construction workers' vehicles, or service and delivery vehicles that damage roads or communal areas.

Damage such as pavement cuts or breaks which have not been competently repaired to minimize ongoing maintenance issues, damage to the desert or meadow caused by off pavement vehicles or excavation associated with the project, or other damage to Tahoe Meadows' property may be repaired by Tahoe Meadows using the \$3,000 construction damage deposit. Once the project is completed and a Final Inspection has occurred, any remaining balance will be refunded to the owner.

4). Adherence to Tahoe Meadows Parking Regulations: If at any time during the project, parking violations are incurred by construction workers' vehicles, service vehicles or delivery vehicles, a fine may be assessed as described in the published Tahoe Meadows Rules. The parking violation fine may be deducted from the \$3,000 damage deposit.

I. Changes to Approved Plans

Any significant changes to approved plans shall require submittal of those changes to the Building Committee for review and to the Board for approval.

Any changes to the plans or to proposed elements (such as windows or doors), materials or colors must be approved prior to installation or application. Submit information about proposed changes as early as possible to avoid a construction delay.

The Committee and Board will make every effort to expedite decisions on changes to approved plans.

Failure to submit changes for review may result in enforcement action as shown in Section IV. I.

J. TRPA and/or City Permits

A copy of any building permit, including conditions of approval, issued by TRPA and/or the City of South Lake Tahoe for the project is required.

B. REQUIRED ITEMS FOR BUILDING PLAN PACKAGE

All of the following items are required to be submitted in the application for approval of any new Building or Structure or modification, addition or demolition of any existing Building or Structure, unless otherwise specified herein. The sections below discuss these items in detail.

- Building Project Information Sheet
- \$2,000 Interim Inspection Fee
- \$3,000 Deposit for Construction Damage and/or Parking Violations
- Historic Preservation Statement
- Current Survey & Property Lines Staked
- Two Final Plan Sets in PDF Format
- Description of Exterior Materials, Finishes and Colors
- Evidence of Water, Gas, Electric, and Sewer Connections
- Variance Request Not Previously Approved
- TRPA and/or City Permits Including Conditions of Approval
- List of Affected Property Owners Informed and Their Responses
- Contractor's Name & Contact Information
- Estimated Building Schedule

1. BUILDING PROJECT INFORMATION SHEET

An information sheet shall accompany the plan package to summarize its contents.

It shall clearly identify the property involved, including the property address, county tax assessor's parcel number and owner(s) of record.

The owner shall designate one person as the Contact Person with whom the Building Committee and Board shall communicate. A mailing address, email address and phone number(s) of the Contact Person shall be included on the information sheet.

Contractor's name and contact information is required. Provide the primary on-site contact for the workers on the project.

Appendix I contains the recommended form for the Building Project Information Sheet.

2. \$2,000 INSPECTION DEPOSIT

Payment of the deposit or a written request for waiver of the deposit is required.

Section III. A. 2. H. 1 (Interim Inspections) discusses deductions from this deposit.

This deposit is subject to refund of the unused balance when construction is complete and a Final Inspection has occurred.

Make payment to “Tahoe Meadows” and send to the Tahoe Meadows Treasurer.

3. \$3,000 DEPOSIT FOR CONSTRUCTION DAMAGE AND/OR PARKING VIOLATIONS

Payment of the deposit or a written request for waiver of the deposit is required.

Sections III. A. 2. H. 3 and 4 (Inspection of TM Property and Adherence to Parking Regulations) discuss deductions from this deposit.

This deposit is subject to refund of the unused balance when construction is complete and a Final Inspection has occurred.

Make payment to “Tahoe Meadows” and send to the Tahoe Meadows Treasurer.

4. HISTORIC PRESERVATION STATEMENT

The Historic Preservation of Tahoe Meadows is a very important element in the Building Plan Package. The objective is to maintain the beautiful rustic character within Tahoe Meadows and to protect the Tahoe Meadows Historic District designation.

A statement is required detailing how the planned construction will blend with and enhance the Tahoe Meadows Historic District. The proposed architecture, roof material, exterior materials, finishes and colors must all be addressed. The statement must discuss how the project’s elements meet the Design Goals in section I. A and the Design Requirements in Section II. A. Examples of each of these components must be sited within Tahoe Meadows or detailed to the extent that it demonstrates how each selected component is in harmony with the surroundings.

The statement must include Building Massing diagrams or studies to illustrate the structure concept more fully. A massing study is the analysis of the shape, form, size, and configuration of the project, and in the case of Tahoe Meadows, set within the neighborhood context. Massing studies are useful as a way to quickly analyze and evaluate various massing strategies.

If the property involved has a Building listed as a contributing structure in the Tahoe Meadows Historic District, the historic preservation statement must also include a clear description of how the existing historical Buildings are incorporated into the planned architectural design. Actions contrary to the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties and The Secretary of the Interior’s Standards for Rehabilitation must be addressed and justified with mitigation implementations detailed.

Failure to provide compelling justification, or a disregard for historic conservation, will be cause enough to reject the planned construction.

5. CURRENT SURVEY AND PROPERTY LINES STAKED

The owner shall, prior to submission of plans, mark the location of the corner survey markers on the property, with clearly visible stakes, for the duration of the project.

If the survey markers are missing, the property owner shall have a licensed surveyor conduct a survey of the property to locate the property lines and to install survey markers at the corners of the property.

For projects subject to Building Height inspection: The intersection of the Building foundation with the highest point of the natural grade shall be established in relation to a survey marker set at a known elevation as a reference. This marker shall be set at a location out of the area of disturbance from construction activity and will be used to validate the height of the structure as built. This reference survey marker shall remain in place until the project has passed all final inspections (by Tahoe Meadows and any other agency from which an inspection is required).

All construction activity shall be done on the subject property and measures taken to ensure workers do not encroach on neighboring lots. The owner shall be responsible for damage to, and for the restoration of, private and community property caused by the owner or their contractors.

6. TWO PLAN SETS IN PDF FORMAT

Plan sets submitted for Final Review must be the final construction plan set and must be signed and dated by the architect. The plans submitted shall be the same plans submitted to TRPA and the City for approval. Bid sets or preliminary plans are not acceptable.

The plans shall include the calculation of the total Footprint and the total Enclosed Space, as defined in Sections I. B. and II. E., of all Buildings both existing and proposed.

The plans shall include the calculation of the size of all Structures as defined in Section I. B., both existing and proposed. If any Structures are designed or constructed with pervious materials, the degree to which those Structures permit water infiltration shall be indicated.

The plans shall include the calculation of Land Coverage, as defined in Sections I. B. and II. E., of all Buildings and Structures, both existing and proposed.

The plans shall include section views and perspective views (as seen from all four corners) or models.

A topographic site plan is required.

Any change made to the plans after Tahoe Meadows approval must be submitted for change approval prior to construction, installation or application.

A) Plan set #1: A set containing only final plot plans, floor plans, elevation drawings, section and perspective views (as seen from all four corners) or models in PDF format:

1) Plot Plan

The Building Plan Package Plan Set #1 shall include drawings showing the layout of the lot before and after construction. It shall show the locations of the property lines, all Building and Structures, roads, footpaths, trees, water lines, gas lines, sewer pipes, electrical wires and any other rights of way or easements. It shall indicate where new Buildings or Structures have merged with existing ones. It shall indicate if new water, gas, electric, or sewer connections are to be made. It shall clearly indicate any trees that would be removed.

2) Floor Plans

The Building Plan Package Plan Set #1 shall include drawings showing floor plans, existing and proposed, for all Buildings and Structures. This shall include floor plans for each level or floor of the Building including lofts and storage areas as well as Structures such as decks and porches.

3) Elevation Drawings

The Building Plan Package Plan Set #1 shall include drawings showing all side views, existing and proposed, of the new or modified Buildings and indicating the elevation of each floor and the roof peak and chimney heights. The drawings shall clearly state the maximum Building Height as defined in Section II. D.

4) Section views and perspective views (as seen from all four corners) or models

B) Plan Set #2: A complete final construction plan set including plot plans, architectural (with floor plans, elevation drawings, section views and perspective views (as seen from all four corners) or models), mechanical, electrical, plumbing and structural drawings in PDF format.

7. DESCRIPTION OF EXTERIOR MATERIALS, FINISHES AND COLORS

The owner must submit a description all exterior materials, finishes and colors to be used for any new or modified Building or Structure. This shall include roofing, siding, paint or stain, trim, doors and windows, deck material, driveway material, patio and walkway material, etc. The preferred description will include the manufacturer website with product name, color, and other specifications to identify and illustrate the material.

Samples of the actual materials and colors for new Buildings may be required if website information is insufficient to clearly illustrate the materials proposed.

Samples are not required for changes to Buildings that will have the same exterior materials and colors as currently exist.

8. EVIDENCE OF WATER, GAS, ELECTRIC, AND SEWER CONNECTIONS

A statement is required for new construction or additions and modifications that relocate any utility access. Establishing how access to utilities will be achieved is essential early in the project planning process as there are locations within Tahoe Meadows with difficult connection challenges or where access requires an easement across neighboring lots. The statement must confirm that all required utility access (including easements where needed) has been established.

9. VARIANCE REQUEST NOT PREVIOUSLY APPROVED IN PRELIMINARY REVIEW

Any variance that is requested must be submitted in writing. The request shall clearly state the reasons for the variance and the consequences if not approved.

Variances should be applied for in a Preliminary Review in order to proceed confidently in the Final Review.

Variances of Tahoe Meadows requirements are considered by the Board.

10. TRPA AND/OR CITY PERMITS INCLUDING CONDITIONS OF APPROVAL

The owner shall submit a copy of any building permit, including conditions of approval, issued by TRPA and/or the City of South Lake Tahoe for the project.

The permit(s) must be submitted to the Building Committee even if the agency permit approval occurs later than Tahoe Meadows' review and approval.

11. LIST OF AFFECTED PROPERTY OWNERS INFORMED AND THEIR RESPONSES

Prior to submitting the Building Plan Package, the owner is required to inform all adjacent property owners and all property owners whose views may be affected by the project.

At a minimum, this documentation shall include the after-construction plot plan and side views from the adjacent or affected owner's viewpoint.

Notices shall be emailed, hand delivered or sent through the U.S. Mail. Copy the Committee Chairperson on emailed notices and forward all responses to the Committee Chairperson.

A statement in the Building Plan Package listing the property owners who were informed and their responses is required.

12. CONTRACTOR'S NAME AND CONTACT INFORMATION

Provide the primary on-site contact for the workers on the project. This is required so the caretaker knows who is in charge should a problem or complaint arise.

At a minimum, provide the contractor's name, email and phone number.

13. ESTIMATED BUILDING SCHEDULE

The Plan Package shall include a statement indicating the estimated building schedule. Schedules longer than defined in Section II. N. shall be justified in writing.

IV. BUILDING COMMITTEE

A. AUTHORITY AND DUTIES

The Building Committee is authorized to act as a Building and Design Review Committee pursuant to Article 3, Section 10, and Article 5, Sections 2.A. & 2.E. of the CC&Rs.

It is the duty of the Building Committee to consider and act upon the proposals and plans submitted to it by Members, to adopt and administer Building Design Guidelines and Standards for Association Members, to make recommendations regarding such proposals to the Board, and to perform such other duties as may be delegated to it by the Board.

B. PURPOSE AND GOALS

The purpose of the Building Committee is to administer these Standards and the approval process by which Members may undertake improvements on their property in a prompt and orderly manner.

The primary concern of the Building Committee is to regulate the external development of Buildings and Structures within Tahoe Meadows in order to preserve the Historic District status, general rustic character and natural forest environment.

The Building Committee sincerely desires to assist Members in accomplishing their construction goals and encourages their support and cooperation in maintaining the natural harmony within Tahoe Meadows.

C. JURISDICTION

The Building Committee's jurisdiction covers:

- a) The construction of all new Buildings or Structures within Tahoe Meadows,
- b) Modifications or additions to existing Buildings and Structures,
- c) Repairs and reconstruction to Buildings and Structures,
- d) Demolition of existing Buildings or Structures and
- e) The general character of Tahoe Meadows with respect to its natural and built features.

D. COMMITTEE REVIEW AND RECOMMENDATION

The Building Committee shall be charged with reviewing all projects and proposals in accordance with the procedures set forth in Section III. above.

The Building Committee may approve the following projects without recommendation to the Board:

- a) Minor Projects
- b) Roof replacement projects
- c) Exterior repainting or staining projects

The Building Committee Chairperson may approve Minor Projects without full Committee review where such repairs use materials that match the existing Building.

After a thorough review, the Committee shall vote for approval or disapproval of Minor Projects and make recommendations on Major Projects to the Board.

The Board shall make the final decision regarding Major Project approval or disapproval. The Board shall also make all variance decisions.

E. COMMITTEE APPOINTMENT

The Building Committee shall be composed of at least five (5), Tahoe Meadows Members.

The Board shall select at least one (1) Board member to serve on the Committee.

The Board shall appoint the Committee Chairperson.

The Committee Chairperson is responsible for staffing the remaining members of the Committee. In order to give the Committee proper continuity, Committee members normally serve overlapping two-year terms.

Changes in the Committee membership shall be promptly reported to the Board.

The Committee may seek outside professional help, if required, to properly accomplish the Committee's functions.

F. MEETINGS

The Building Committee shall schedule meetings as needed to carry out its duties. All Committee members shall be notified of meetings in advance and given an opportunity to attend. The location of each meeting shall be mutually agreed upon by the Committee members.

In order to expedite the decision-making process, the Committee may agree to conduct its business by mail, phone or email. Every effort shall be made to make decisions and recommendations to the Board in a timely manner.

A quorum of four (4) members is necessary for a decision or recommendation on any issue.

For in-person meetings where consideration of a Building Plan Package for a particular property will take place, the Contact Person and surrounding affected Members shall also be notified of the meeting and given an opportunity to attend.

Minutes shall be taken by someone selected by the Chairperson for any meeting involving a project application. Minutes need not be taken for meetings of a general discussion nature.

G. VOTING

The Building Committee shall require a simple majority to decide any matter put to a vote. In cases where the Committee has a tied vote or is unable to reach a decision, the matter shall be brought to the Board. All Major Projects and Variances shall be decided by the Board of Directors.

H. RECORDS

When minutes of Committee meetings are taken, they shall be filed with the Board Secretary.

A report of Committee actions and decisions shall be made at the next Board meeting.

A copy of all Building Plan Packages and review decisions shall be retained as part of the Building Committee records. Where deemed pertinent, correspondence may be retained as well.

I. ENFORCEMENT

Article 7 of the Restated Declaration of Covenants, Conditions and Restrictions of Tahoe Meadows gives the Association the authority and power to enforce the Building and Design Standards and its requirements. It specifically states; "The Association or any Owner shall have the right to enforce compliance with the Property Documents in any manner provided by law or in equity, including without limitation, the right to enforce the Property Documents by bringing an action for damages, an action to enjoin the violation or specifically enforce the provisions of the Property Documents."

The Building Committee chairperson, or designee, shall report any violations or non-compliance with approved plans to the Board of Directors after the Committee makes reasonable attempts to resolve the issue.

The Board, in its discretion, may initiate appropriate actions to enforce compliance. This may include, but is not limited to, seeking injunctive relief from the courts to halt construction or require an owner to abate the effects of unauthorized construction through removal or modification.

The Board shall give written notice to the designated Contact Person, or owner if no plan has been submitted, at least fifteen (15) days prior to the meeting at which time any such enforcement action will be considered as specified in the CC&Rs. At this

meeting the Contact Person or owner shall have the opportunity to be heard. The fifteen (15) day notice period may be waived if the circumstances are such that immediate action is required to stop the continued unauthorized construction or violation.

APPENDIX I TM BUILDING PROJECT INFORMATION SHEET

Property Information:

Owner Name(s): _____

Tahoe Meadows Address: _____

Assessor’s Parcel Number: APN _____

Contact Person:

Name: _____

Mailing Address: _____

Phone number(s): _____

Email _____

Project Check List - Preliminary Design Review

- PDF Preliminary Plan Set: plot plan, floor plans and elevation drawings
- Historic Preservation Statement
- Description of Exterior Materials, Finishes and Colors
- Variance Requests

Project Check List - Final Design Review

- \$2,000 inspection deposit paid or written waiver request
- \$3,000 construction damage deposit paid or written waiver request
- Historic Preservation Statement
- Current Survey and Property Lines Staked
- PDF Final Construction Plan Set #1 with plot plans, floor plans and elevation drawings only
- PDF Complete Final Construction Plan Set #2 including plot plans, architectural (with floor plans and elevation drawings), mechanical, electrical, plumbing and structural drawings
- Description of Exterior Materials, Finishes and Colors with Links to the Manufacturers’ Web Sites
- Evidence of Water, Gas, Electric, and Sewer Connections
- Elevation survey marker as a reference for building height verification
- Variance Requests Not Previously Approved in Preliminary Review
- TRPA and City of South Lake Tahoe permits Including Any Conditions of Approval
- List of Affected Property Owners Informed and Their Responses
- Contractor’s Name and Contact Information

Building Schedule:

TRPA Approval Date: _____

City of South Lake Tahoe Approval Date: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Other Comments or Notes – please attach a separate sheet