

# ***Whitetail Ridge Architectural Review Committee Procedure and Checklist***

**This is a checklist and procedure in order to begin your project in Whitetail Ridge.**

1. Perform soil test on your lot for septic design.
2. The silt fence must be installed around the entire perimeter of the lot with protection on all 4 sides of the septic field. Also, the silt fence should be installed on the front of the lot on the interior side of the future sidewalk location. The location of silt fence must be detailed on the site plan.
3. Stake house on lot.
4. Submit soil test results to licensed Septic Contractor for design.
5. Submit completed septic design to E.D.S. (Environmental Design Services) for review and approval.
6. Complete Whitetail Ridge A.R.C. application.
7. Prepare a landscape plan with appropriate number of parkway trees and their species designated on the plan. Obtain a list of planting materials with pricing to submit to Whitetail Ridge A.R.C. to meet requirements of \$3,500 exclusive of sod or seed. These plans should also show areas to receive sod or seed. Front yard must be sod to front corner of home. The landscape work is to be installed within 6 months of final occupancy. The A.R.C recommends gutters be trenched to the drain curtain.
8. Submit the following to Whitetail Ridge A.R.C.:
  - a. Whitetail Ridge A.R.C. application completed in its entirety
  - b. Electronic set of Architectural plans with every exterior material designated on elevations and the overall dimensions (left-to-right and front-to-back) on plans.
  - c. Electronic copy of Septic plan
  - d. Electronic copy of Site plan indicating proposed grading, easements, storm management and location of home (or other project) on lot. The following must also be located and materials designated for: driveway, walks, patios, & decks. It is strongly suggested all downspouts and sump pumps be tied into existing storm system and must be shown on the site or septic plan. Downspouts must be buried.
  - e. E.D.S. approval letter
  - f. Material samples, if applicable (you will not receive these back) Preferred method is photograph or link to specific material on manufacturer's website as detailed on A.R.C application.
  - g. Landscape plan with pricing.
9. Please allow 2 weeks for review and approvals. WTR A.R.C. will not begin reviewing any project until items "a" through "g" above have been received. WTR A.R.C is required to photograph each lot that has been submitted for approval and prepare letter to give to lot owner. Lot owner must then submit this document and the E.D.S. approval letter to Kendall County Building & Zoning and Kendall County Health Department along with the other required documents for permitting that is required by the County. Please note: Filter Baskets must be installed in the catch basins down stream of the build and must be cleaned out once a week until sod is laid.

Please provide documentation via e-mail to [whitetailhoa@outlook.com](mailto:whitetailhoa@outlook.com)

If you have any questions, you may contact the members of the WTR A.R.C at [whitetailhoa@outlook.com](mailto:whitetailhoa@outlook.com) or contact Courtney Felix – [courtney@realmanage.com](mailto:courtney@realmanage.com) (630) 897-0500 ext. 4243.

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