

JRR New Build Request Approval Process

The intent of this process is to facilitate timely response when a request is made for approval of a new structure within the retreat.

- 1) Envision and the Board will work with the lot owner to ensure a complete submission is made. An expectation of a 3 week response time once a completed submission is made will be set.*
- 2) A completed submission will be sent to all members of the Design Committee by Envision. Envision will also make a follow-up phone call to all members to ensure they are aware a submission has been sent.*
- 3) It is recommended that the Design Committee should meet and discuss each submission to ensure a proper review is done, and appropriate feedback can be delivered.*
- 4) The goal is to have the Design Committee provide feedback to Envision and the Board within 2 weeks from when the submission is made.*
- 5) If the Design Committee is unable to respond in this timeline on any given submission, the board will assume responsibility for the review so we can respond within the 3 week commitment.*
- 6) Once the review is complete, Envision will send an approval or rejection notice with any details that need to be corrected for a subsequent submission.*
- 6) If the plans are rejected, the lot owner will be advised that the process and timelines begin again once an updated submission is made.*