CONSTRUCTION CHECKLIST

The Pine Meadow Ranch Home Owner’s Association (PMRHOA) regulates all construction within its boundaries of any structure exceeding 120 gross square feet, as measured from the exterior dimensions. Any item consisting of less than 120 square feet shall be considered to have no impact for the purposes of impact fees and shall be conditionally allowed, subject to the Architectural Guidelines of the PMRHOA, as they may be changed from time to time. The following is a checklist of items to identify the steps necessary to receive PMRHOA approval for any construction.

For new construction on a previously undeveloped lot or for a secondary, detached dwelling unit, please follow the items marked with “CABIN”. For additions to an existing structure, construction of an outbuilding, shed or other permanent structure, please follow the items marked with “ADDITION”.

Please note that temporary uses and structures are defined as follows:

Any structure or vehicle, including but not limited to: a trailer, tent, teepee, or yurt that is erected or remains on a lot for more than 180 cumulative days per calendar year, shall be considered a permanent structure requiring approval by the PMRHOA. In the event any structure, vehicle or similar improvement becomes an eyesore or appears to be abandoned, the PMRHOA reserves the right, in its sole discretion, to require removal from the property or another remedy acceptable to the Board. [language approved June 18, 2013]

[ CHECKLIST FOLLOWS ]
1. RESEARCH (CABIN, ADDITION)
   Read the Eastern Summit County Development Code for building site requirements, fire code regulations and architectural/building guidelines. Talk to your area representative for copies of all required property development applications and Architectural Guidelines (or download them from the website: www.pinemeadowranch.org).

2. LOT IMPROVEMENT PLAN AND AGREEMENT (CABIN, ADDITION)
   Review the Lot Improvement Plan and Agreement application and contract. This Agreement outlines all the details required for a development application for any property within the PMRHOA boundaries. Fill out the details of your proposed lot development to include with your submittal package. Once approved, the Lot Improvement Plan and Agreement must be posted alongside your Building Permit at the Property during construction.

3. LOT SURVEY (CABIN)
   Have your lot surveyed. This is required by the PMRHOA and may prevent problems down the road. The plat map provided by the County is not adequate for construction.

4. SUMMIT COUNTY HEALTH DEPARTMENT (CABIN)
   Contact the Summit County Health Department for information on installing a septic tank for your property. A percolation test and septic tank permit is required. The results of the percolation test may determine where the septic tank can be located on the lot.

5. ARCHITECTURAL PLANS (CABIN, ADDITION)
   Prepare the architectural drawings for your new home, addition, or accessory structure to scale on the surveyed lot drawing. Plans must be approved by a Utah licensed structural engineer. Applications must include a Site Plan showing cabin location, driveway access, culvert(s), utility access, meter pedestal, septic tank and drain field. The road right-of-way extends 30 feet from road center and no development (except utility connections) is permitted within this right-of-way.

6. WATER COMPANY LETTER (CABIN)
   Request a Service Letter from the Pine Meadow Mutual Water Company (PMMWC), by mail at:
   Pine Meadow Ranch Mutual Water Company
   P.O. Box 95009
   South Jordan, Utah 84095-0009
   For more information, visit PMMWC’s website at: www.pinemeadowwater.com
7. **SUBMITTAL (CABIN, ADDITION)**

   Submit the following to your area representative:

   1. (1) certified survey of the property which shows property lines, corners, right-of-ways, existing utilities and existing structures. **(CABIN ONLY)**
   2. (1) site plan showing proposed structures, driveways, utility connections and septic tank and drain field locations.
   3. (1) printed set of building plans in 11x17 format.
   4. (1) digital set of all above plans in full-size pdf format.
   5. (1) copy of your Water Service Letter from PMMWC. **(CABIN ONLY)**
   6. (1) completed, draft copy of the Lot Improvement Plan and Agreement.

   If the plans are received at least 1 week prior to the next regularly scheduled PMRHOA Board meeting, the plan set will be on the agenda for review at the next regularly scheduled Board meeting (otherwise it will be scheduled at the second regularly scheduled Board meeting). In addition to the location of any proposed development on the lot, the plans are required to indicate the outside siding material and color, the roofing type and color, and the location of existing improvements (if any). This is a non-returnable plan set.

8. **IMPACT FEE AND CONTRACT (CABIN, ADDITION)**

   Submit payment of the Impact Fee for the development. All fees are subject to change by review of the PMRHOA. Current fees are:

   - $6,000.00 for new construction on a previously undeveloped lot
   - $2.40 per gross square foot for additions to existing structures or outbuildings and accessory structures with utilities
   - $1.20 per gross square foot for outbuildings or accessory structures that do not have any utility connections.

9. **SUMMIT COUNTY BUILDING PERMIT (CABIN, ADDITION)**

   Contact the Summit County Building Department to apply for a building permit. Once your permit is approved, you are required to post a copy of the building permit in public view on the lot.

10. **ROCKY MOUNTAIN POWER (CABIN)**

    Contact Rocky Mountain Power in Park City for an electrical connection for construction.