



Homeowner's Project Application Checklist

Prior to submitting projects for approval, OSW homeowners must abide by the following procedure.

Homeowner's Steps to submitting your project	
<input type="checkbox"/>	Homeowner should review Guidelines before planning a project. ARC or Board members can be contacted for any issues, which need clarification. Guidelines can be accessed and downloaded at www.oldestoneway.com .
<input type="checkbox"/>	Homeowners are required to use the Application for Alterations and Additions form that can be found and downloaded from the OSW web site: www.oldestoneway.com
<input type="checkbox"/>	Homeowner completes the form and attaches detailed plan including: Materials to be used, alterations to drainage, elevation/grading changes, contractor's name, adjacent property owner contact information, project sketch with lot plan specifying property lines in relation to the project, and other required information listed in the Guidelines
<input type="checkbox"/>	Homeowner submits completed application with required documentation to OSW Drop Box at 36 Hartford Drive. Your project will be recorded upon receipt, dated and given to ARC for site visit and review of the project application. This will create a timeframe and paper trail relative to your project
Actions of the ARC and Executive Board	
<input type="checkbox"/>	ARC Volunteers will contact homeowner to confirm receipt of the application and to arrange a site visit.
<input type="checkbox"/>	OSW Representative (either Executive Board or Architectural Review Volunteer) will contact homeowner for additional information if needed or will suggest modification options.
<input type="checkbox"/>	OSW Executive Board Members meet once a month and will review all completed applications and project revisions at that time. Please plan accordingly. The Board has up to 60 days to review and render a decision on any project.
<input type="checkbox"/>	Upon approval, the Executive Board will forward approval letter to the homeowner and provide a copy to the Homeowner's File. .
<input type="checkbox"/>	Once the Homeowner receives the written approval, the homeowner may begin Construction/Improvements. Until approval is received in writing, construction may not begin.