

Procedures for Submitting Building Plans to the ECOA

Building and Premises (B&P) Committee

February 16, 2012

The B&P Committee is responsible for ensuring that ECOA deed restrictions are complied with for all homes within the ECOA boundaries.

In order to expedite approval, property owners should initially submit design drawings and a certified land survey to the Chairman of the B&P Committee for preliminary approval. This approach will help alleviate any misunderstandings and will defer the cost of submitting working drawings. As final working drawings are completed however, they, along with the final certified land survey should be submitted to the Chairman for final written approval.

Owners need not submit detailed engineering specifications to the B&P Committee as a technical review is not required. The Committee is not capable or responsible for certifying structural integrity or any other related matters.

Upon receiving design drawings, working drawings, and a certified land survey, the Chair of the Committee will review them with all committee members. After review, the Committee Chair will inform the owner as to the Committee's decision(s). If plans are not approved, the Committee will endeavor to provide alternative approaches to the owner, but final responsibility to make required changes will be the property owner's.

When changes or alterations to the original design of a home are contemplated at any time after the plans are approved by the B&P Committee, the proposed changes must be submitted to the Committee for approval prior to any alterations being made.

Final decisions of the Committee will be communicated in writing. The Committee will work expeditiously to respond quickly to all questions and submissions. Normally, the B&P Committee does not require professional assistance to approve plans. However, if the committee is required to retain professional assistance to deal with complex or non-compliant situations, those fees will be passed on to the owner(s) prior to a final decision.

The Committee may at its discretion, and under unusual circumstances, grant exceptions to ECOA deed restrictions. Factors considered when making an exception include such things as pre-existing buildings, site topography, and potential impact on other properties. Any exceptions must be small in nature and have no material impact on abutting properties and ECOA generally.