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**Pre-Design Conference Request Form & Checklist**  
Cabot Saint Lucia Architectural Design Committee

**CONTACT:**

Date \_\_\_\_\_ Date of Pre-Design Meeting \_\_\_\_\_

LOT # \_\_\_\_\_ LOT SIZE \_\_\_\_\_ Neighborhood \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Owner Information:**

Name of Owner(s): \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Design Team:**

Architect: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

Architect: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

Contractor: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

License Number \_\_\_\_\_

Other: \_\_\_\_\_ Firm: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_





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## Pre-Design Conference Request Form & Checklist

Cabot Saint Lucia Architectural Design Committee

### Pre-Design Conference Checklist

Prior to preparing any drawings for a proposed project (as described in Section 4.1 of the Architectural Standards), the Developer/Owner, Architect, Landscape Architect and any other key project team members are to meet with representatives of the ARC to discuss the proposed project. During this meeting, the representatives will explain to the design team their responsibilities in implementing the Standards. This meeting will initiate the review and approval process and allow any questions regarding building requirements, interpretation of the Standards or the design review process to be resolved. Prior to the Pre-Design Conference, the Developer/Owner is to have engaged the services of an Architect and Landscape Architect and reviewed the Standards together with these Consultants.

Applications are required fourteen days in advance of scheduling a Pre-Design Conference. Please refer to the ARC for meeting dates and any questions regarding design review process requirements via email at [info.arc@cabot.com](mailto:info.arc@cabot.com).

Please use this form as a checklist to ensure you bring the following information and materials to the Pre-Design Conference (refer to Section 4.6 for additional information).

#### Pre-Design Conference required materials

<input type="checkbox"/>	Design Review Fee (fee schedule available from the ARC)
<input type="checkbox"/>	Project Description
<input type="checkbox"/>	Architectural Sketches
<input type="checkbox"/>	Homesite Diagram with proposed Improvement Envelope & Setback information
<input type="checkbox"/>	Survey
<input type="checkbox"/>	Location Map
<input type="checkbox"/>	Environmental Summary (as appropriate)

*Additional information may be requested by the ARC as necessary to describe the project. The Pre-Design Conference may be scheduled by submitting this Pre-Design Conference Request Form at least fourteen (14) working days prior to the desired meeting date.*

Contact: Rich Wagner  
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