

Middle Green Valley Specific Plan
Redline of Specific Plan Amendments Proposed by County Resource Management Department

The County Resource Management Department proposes the following amendments and clarifications to the Specific Plan, mainly Section 5.9 Design Review. These County-initiated amendments were reviewed by the Green Valley Conservancy Design Review Committee (CRC). The CRC provided input and the following amendments incorporate suggested edits by the County and the CRC.

Section 2.3.4 Development Agreement

~~Concurrent with this Specific Plan, t~~The County Board of Supervisors (Board) ~~shall~~has approved a Development Agreement between the County and ~~the certain~~ landowners ~~of within~~ Middle Green Valley. The Development Agreement ~~provides~~describes the~~se~~ landowner's' obligations related to the provision of urban services for the Specific Plan Area (Plan Area), and other obligations that will be imposed by the County as conditions for development. It also provides the~~se~~ landowners with certain vested development rights, which are subject to the conditions in the Development Agreement.

Section 4.2.1 Community Design Review (page 4-13)

Combined with the oversight of the natural and agricultural lands, the Conservancy ~~shall~~may ~~perform~~provide the design review functions for ~~all~~ improvements within the Specific Plan Area in accordance with Chapter 5, Neighborhood Design Code. The Conservancy ~~created a Conservancy~~ Design Review Committee (CRC) ~~and in 2011 to perform its~~the design review ~~process shall be developed by the Conservancy~~ in accordance with the Guidelines set out in Section 5.9 of this document. The Conservancy shall ~~ensure~~encourage that all built improvements and resource and agricultural programs are consistent and complementary to the mission of the Conservancy and community goals. ~~The design review requirements within the Specific Plan Area are in addition to all applicable County, state and federal processing and submittal requirements.~~

FORMATION OF THE CONSERVANCY (page 4-14)

~~The establishment of the Conservancy shall be a condition of approval of any subdivision map, which shall require its formation prior to the recordation of the first final map within the Plan Area. Consistent with the requirements of this Specific Plan, the Conservancy was formed in 2011, prior to recordation of the First Final Map within the Plan Area.~~ The Conservation Easement Holder's governance, mission, operations and regulations shall be in accordance with the Land Trust Standards and Practices.

Section 4.3.7 Fire Protection (page 4-35)

This Specific Plan recognizes the potential for increased fire hazards as a result of the Plan Area's setting. Therefore, the Specific Plan seeks to protect against the potential for wildfires originating as structure fires. Currently the Cordelia Fire Protection District (CFPD) provides fire and emergency medical services in the ~~P~~lan ~~A~~rea and vicinity. The CFPD maintains two stations (engine companies) that cover a 56 square-mile service area in southern Solano County. The CFPD has an automatic mutual-aid agreement with the California Department of Forestry and Fire Protection (CDF) Lake Sonoma-Napa Unit and the cities of Benicia, Vallejo, and Fairfield, the Suisun Fire Protection District, and the American Canyon Fire

Department to provide back-up assistance during an emergency. In particular, ~~the CDF~~Cal Fire, which is called upon by the CFPD to assist with nearly all wildfires, operations five back-up fire stations in the surrounding counties that serve the Plan Area. In addition, a portion of the Plan Area is within the State Responsibility Area (SRA), an area in which the financial responsibility of preventing and suppressing fires has determined by Cal Fire to be primarily the responsibility of the state government.

In order to address the wildfire risk the Plan incorporates the following measures:

- Circulation Pattern - The Plan includes a modified grid system of streets that provides many alternatives to moving throughout the neighborhoods. A new local road at the southerly boundary will be provided so that there are two main ingress/egress points to the neighborhoods west of Green Valley Creek.
- Additional Emergency Access –The Plan proposes to upgrade existing ranch roads to emergency access road standards to link the Elkhorn and Three Creeks Foothill neighborhoods to provide additional accessways to the foothill neighborhoods in the Plan Area.
- Fire Sprinklers – As provided in Section 5.4.2(L), all buildings designed for human occupancy larger than 500 square feet, including garages, are to be equipped with interior residential fire sprinkler systems.

In addition to fire protection requirements imposed on subdivision and development projects by CFPD and the County, properties within the SRA are subject to regulations adopted by Cal Fire relating to access and defensible space.

Section 4.4.1 Specific Plan Approvals (page 4-36)

~~Actions anticipated to occur concurrently with the approval by ordinance of this Specific Plan document include~~In connection with the adoption of this Specific Plan by ordinance, the Board of Supervisors has taken the following actions:

- Certification ~~by the Board of Supervisors (Board)~~ of the Final Environmental Impact Report (FEIR) ~~addressing this Specific Plan and any concurrently approved implementing projects;~~ and
- Approval of ~~a Master~~the Development Agreement.

As a condition of approval for any subdivision within the Specific Plan Area, the following actions shall be required prior to recordation of the first final map.

4.4.2 SUBSEQUENT ENTITLEMENT PROCESS (page 4-36)

Development within the Plan Area is subject to approval of subsequent discretionary entitlements by the County and review and recommendation by the Conservancy Design Review Committee (CRC). Examples of such entitlements include subdivision maps, Conditional Use Permits, Minor Use Permits, and Design/Site Review applications and ministerial permits such as grading and building permits. Individual project applications will be reviewed by the County to determine consistency with this Specific Plan and other regulatory documents. Application and processing requirements shall be in accordance with this Specific Plan, ~~and~~ the Solano County Subdivision and Zoning Ordinances, and other applicable regulations, ~~as modified by this Specific Plan. In the event of any conflict between this Specific Plan and any other County ordinance or regulation, the provisions of the Specific Plan shall control.~~ All subsequent development projects, public improvements, and other applicable activities shall be consistent with this Specific Plan and its Appendices, the Development Agreement, and applicable County policies, requirements, and standards. In acting to approve a subsequent project or permit, the County may impose reasonable and necessary conditions to ensure that the project is in compliance with this Specific Plan and all applicable plans, ordinances, and regulations.

Subsequent Environmental Review (page 4-37)

All applications for a development entitlement ~~that are submitted after approval of this Specific Plan~~ shall be reviewed for conformity with the Specific Plan and ~~for compliance~~ evaluated for potential impacts to the environment pursuant to ~~with~~ CEQA, Public Resources Code Section 21000 et seq. The FEIR ~~will be~~ certified concurrent with the approval of this Specific Plan and, and any supplements or addendums to that certified FEIR, shall serve as the program-level environmental document for subsequent entitlement approvals within the Plan Area. The determination of whether the requested subsequent development entitlement is consistent with this Specific Plan and whether the Specific Plan EIR considered the project specific effects will be made through the Subsequent Conformity Review process as described in the next section.

Section 4.4.3 Development Agreement (page 4-38)

~~The Certain~~ landowners and the County ~~will execute~~ have executed a Development Agreement, which was approved by the Board of Supervisors in accordance with Government Code Section 65864 et seq. ~~Once adopted and executed, the~~ The Development Agreement ~~will vests~~ (or guarantees) these participating landowners with the right to develop consistent with density, intensity and locations within the Specific Plan for the term of the Development Agreement subject to the terms, conditions and requirements mutually agreed to by the landowners and Solano County.

Section 4.4.4 Administration (page 4-39)

Administration of this Specific Plan includes ~~subsequent review of subsequent entitlement~~ applications review, specific plan amendments, ~~and minor revisions~~ administrative modifications, interpretations, and CEQA review. Solano County is the public agency responsible for the administration, implementation and the enforcement of this Specific Plan. The Conservancy Design Review Committee (CRC) ~~will be~~ has been established by the Conservancy to ~~for internal~~ review ~~of all~~ development proposals within the Plan Area. The CRC review process, as implemented by the Conservancy, is in addition to all County, local, state and federal approvals and/or permitting that must take place, as applicable, for any improvement in the Plan Area (Refer to Section 5.9.2 – Conservancy Design Review Committee ~~Organization~~). The specific provisions of the Development Agreement will govern enforcement of the Development Agreement as a contract between the County and the participating landowners.

4.4.5 SPECIFIC PLAN AMENDMENTS (page 4-39)

A Specific Plan amendment shall be required when for any of the following ~~occurs~~:

- A materially new type of land use not specifically discussed in this Specific Plan or identified in the land use concept ~~is introduced~~.
- A change to this Specific Plan, which could create new or significantly increased previously identified environmental impacts as determined strictly pursuant to the provisions of Public Resources Code Section 21166.
- A change that would result in an increase in the total maximum number of new units proposed in the Specific Plan and/or the total maximum number of new units assigned to any or all neighborhood areas.
- Changes in lot design and/or parcel size which result in a significant change in the character of the area, including significant changes in density, building forms and architectural character.
- Significant changes to the Plan Area's circulation pattern that would result in a substantial alteration of any land uses or circulation concepts set forth in this Specific Plan.

- Significant changes to the distribution of land uses or elimination of a major land use of the Specific Plan, which would substantially alter the overall mix of land uses set forth in Section 3.5 of this Specific Plan.
- Changes to or deletion of any Specific Plan policy that results in a substantial change to the overall character or intent of the Specific Plan.
- ~~The County may also initiate Significant modifications to the Neighborhood Code, in the form of a Specific Plan amendment, in addition to the Conservancy Design Review Committee (CRC).~~

Concurrent Development Agreement Amendment (page 4-40)

A Specific Plan amendment ~~will~~ may require an amendment to the Development Agreement, in which case the Specific Plan amendment will not become operative until an amendment to the Development Agreement is executed and becomes operative. -so long as the Specific Plan is in place.

4.4.7 MITIGATION MONITORING (page 4-41)

A mitigation monitoring and reporting program consistent with Public Resources Code Section 21081.6 ~~will behas been~~ adopted with the Final EIR for the Specific Plan.

Section 5.9 Design Review (Page 5-124)

Included in the Conservancy goals of promoting conservation, education, agricultural awareness and community building is the establishment of an effective design review process for all improvements within the Plan Area that ensures that a small-~~town~~ aesthetic is realized.

~~The following~~ This section sets out Guidelines and Standards for the establishment and organization of the Conservancy Design Review Committee (CRC) and a design review process for ~~all~~ built improvements within the Plan Area.

The Conservancy ~~established the CRC in 2011 and prepared a written~~ shall prepare a document that outlines the Middle Green Valley design review process that ~~meets-is consistent with~~ the goals and meets the, Guidelines and Standards ~~as~~ set out in this section ~~and as described throughout this Specific Plan.~~

5.9.1 HOW THIS SECTION IS ORGANIZED

This section is organized in two parts as follows:

1. **CRC Organization** – Section 5.9.2 ~~provides a description of~~ describes the structure and functions of the CRC, through which the Conservancy's design ~~and construction~~ review process operates. It describes the composition of the CRC, its function ~~and jurisdiction~~, as well as its responsibility to uphold the Principles, Goals, Standards and Guidelines set out in this Specific Plan. The purpose of this section is to provide a framework to guide the organization and maintenance of the CRC to ensure the CRC meets the intended functions outlined in this Plan. The CRC is an independent community entity operating as a committee of the Conservancy. Project approvals and permits to construct are the responsibility of the County. This Specific Plan and it's incorporated Design Codes are governing regulatory documents. The CRC operates to provide input on the interpretation and enforcement of the Design Code and the Specific Plan.
2. **Design Review Process Guidelines** – Section 5.9.3 ~~provides a description of~~ describes the design review goals, project types to be reviewed, and general procedures ~~and Guidelines~~ that the

design review process ~~is to~~shall include. These Guidelines provide the basis for the ~~preparation of a~~review process document that the Conservancy ~~shall prepare~~has prepared.

5.9.2 CONSERVANCY DESIGN REVIEW COMMITTEE

ORGANIZATION

The CRC ~~will be~~has been formed to oversee the design review process as set out in Section 5.9.3 within the Middle Green Valley Specific Plan Area. The CRC is a ~~committee within the Conservancy that is focused on implementing an effective design review process for improvements in the Plan Area. a advisory body to the County.~~ This review process is in addition to all County, local, state and federal approvals and/or permitting that must take place, as applicable, for any Improvement within the Plan Area.

A. Membership

The CRC ~~should~~will consist of at least three, but not more than five, members appointed by the Conservancy Board (Board). The Board ~~shall~~should select individuals whose occupations or education provides technical knowledge and expertise relevant to matters within the CRC's ~~design review responsibilities~~jurisdiction. ~~If a licensed Landscape Architect, Architect, and/or civil engineer do not sit on the CRC, one each shall be retained by the CRC as needed.~~ As needed, the CRC ~~may~~shall retain a ~~Commissioning Agent~~licensed landscape architect, architect, civil engineer, or other qualified consultant to advise on the design, construction and maintenance of sustainable design considerations, including, ~~but not limited to~~ water, resource and energy conservation, ~~in addition to indoor air quality.~~

B. Appointment and Term of Members

The Board retains the right to appoint all members of the CRC, who ~~should~~shall serve at the Board's discretion. The Board shall retain the power to remove any CRC member, ~~at any time, with or without cause,~~ and to appoint his or her successor.

C. Resignation of Members

Any member of the CRC may ~~resign~~resign at any time, ~~resign~~upon written notice stating the effective date of the member's resignation to the Board. The Board, with or without cause, may remove any member at any time.

D. Functions of the CRC

~~It will be the~~A basic function ~~duty~~ of the CRC ~~is~~ to consider and ~~advise~~act upon ~~such~~ proposals or plans ~~from time to time~~submitted to it in accordance with the design review process as outlined in this Specific Plan; to ~~propose~~amendments the Neighborhood Design Code as ~~it~~deem~~ed~~ appropriate ~~with required approvals of the Board and Solano County;~~ and to perform any duties assigned to it by the Conservancy ~~as set forth in this document.~~ The CRC ~~should~~will meet regularly as needed to perform its duties.

E. Compensation

The Board ~~should~~shall determine what compensation, if any, CRC members are to receive for services performed pursuant to their duties. All members ~~should~~will be entitled to reimbursement for reasonable expenses incurred by them in connection with the performance of any CRC function ~~or duty.~~ The CRC ~~may~~should be able to contract and/or assign some of the CRC's administrative duties, but not ~~authority~~its advisory function, to any qualified design professional as needed.

F. Amendment of the Neighborhood Code

The CRC ~~from time to time may find it necessary to make adjustments~~ may recommend that the County consider adjustments or amendments to the Neighborhood Design Code that are consistent with the overall Goals and Principles of the Specific Plan. Provided that the changes are consistent with the Specific Plan, the County may initiate modifications to the Neighborhood Design Code in the form of a Specific Plan amendment ~~to be reviewed and approved by the Board. Upon approval, these changes are to be reviewed and approved by the County in accordance with Section 4.4.5 and 4.4.6 of this Specific Plan.~~

G. Non-Liability

Provided that CRC members act in good faith, neither the CRC nor any member will be liable to the Conservancy, any Owner, or any other person for any damage, loss or prejudice suffered or claimed on account of:

- ~~1. Approving or disapproving~~ Recommending approval or disapproval of any plans, specifications and other materials, whether or not defective.
- ~~2. Constructing or performing~~ Construction or performance of any work, whether or not pursuant to approved plans, specifications and other materials.
3. The development or manner of development of any land within Middle Green Valley.
- ~~4. Executing and recording a form of approval or disapproval, whether or not the facts stated therein are correct.~~
- ~~5~~4. Performing any other function pursuant to the provisions of this Specific Plan.

H. Actions ~~and Approvals~~

The CRC's actions on matters ~~will should~~ be by a majority vote of the CRC. Any action required to be taken by the CRC ~~may should~~ be taken regardless of its ability to meet as a quorum, if a majority of the CRC is able to review the matter individually and come to a majority opinion. In such cases, the CRC ~~shall~~ should make every effort to facilitate a discussion of the matter amongst all members through teleconferencing and/or other means of communication. The CRC ~~will should~~ keep and maintain a record of all actions taken by it. The ~~powers functions~~ of the CRC relating to design review ~~do not supersede will be in addition to all~~ design review requirements imposed by Solano County. The design review conditions imposed by the Specific Plan are County requirements.

I. Appeals

~~The CRC shall establish an appeals process whereby applicants may appeal decisions by the CRC to the Board and finally to Solano County as applicable.~~

5.9.3 DESIGN REVIEW PROCESS GUIDELINES

The design review process ~~shall be~~ developed by the Conservancy in accordance with the following Guidelines: The Conservancy ~~shall should~~ ensure that ~~all~~ built improvements and resource and agricultural programs are consistent and complementary ~~of to~~ the mission of the Conservancy and community goals.

The Conservancy ~~shall should~~ establish a website to help expedite its goals, and ~~shall should~~ include a section on it's website for the CRC. Once an application is submitted, for review by the CRC, the Conservancy should shall post notice of new applications on the website with relevant descriptive summaries application documents. The website ~~should shall~~ allow the public to submit comments via email

through the website to the CRC on any pending application, and the CRC ~~shall~~ should transmit all comments received to the County together with its recommendation on the application.

A. Design Review Process Goals

The Conservancy's ~~design review process~~ shall advance ~~use~~ the following goals ~~to develop~~ in order to be a fair and effective ~~design review process~~:

- ~~Establish a design and construction review process that e~~Emphasizes the on-going protection of significant, scenic and agricultural lands to reinforce the concepts of community stewardship.
- ~~Provide Advocate for~~ educational opportunities to foster understanding and awareness of the natural environment and regional food systems and how the decisions we make regarding our built environment affect those systems.
- ~~Incorporate~~ Include incentives in the design review process that foster utilization of green technologies and innovative designs to reduce resource consumption.
- Continually improve the effectiveness and involvement of the CRC and the Board.
- Obtain and manage funds to carry out the design review process in a fiscally responsible manner.

B. Project Types to be Reviewed

The ~~design review process shall include specific review and approval procedures for the~~ following general project types should be subject to the CRC design review process:

1. **Neighborhood Plan- Five or more Lots** - Creation of five or more Lots or units ~~in preparation for Solano County subdivision approval~~, which requires submission of a tentative subdivision map and final subdivision map to the County (refer to Section 26-31 of Article III – Map Requirements of the Solano County Subdivision Ordinance).
2. **Neighborhood Plan- Four or fewer Lots** ~~-- Creation~~ of four or fewer Lots or units ~~in preparation for Solano County subdivision approval by the County~~, which requires submission of a tentative parcel map and final parcel map to the County (refer to Section 26-32 of Article III – Map Requirements of the Solano County Subdivision Ordinance).
3. **New Construction** - Construction of any new, freestanding structure (s) that requires a building permit, whether as a residential, commercial, mixed-use or landscape structure.
4. **Alterations, additions or rehabilitation of an existing structure** - Any new construction or rehabilitation to an existing building or structure that requires a building permit that alters the original massing, exterior finishes, window placement, roof ~~design appearance~~ and/or other significant design elements.
5. **Major site and/or landscape Improvements** - Any major Improvements that significantly alter an existing landscape and that requires a County permit, including, but not limited to grading involving (for any excavation, movement, and/or fill involving more than 50 cubic yards of dirt or other material). ~~Construction or repair of private~~ swimming pools, driveways, fencing, paving and/or drainage, ~~which on Residential and Agriculture lots are presumed to not~~ alter significantly alter an existing landscape.
6. **Sign work** - Any installation or alteration ~~to of commercial or residential~~ signs that require a county sign permit, may be ~~is~~ subject to an abbreviated review process.
7. **Variance Requests** - Alterations to any property lines, setbacks or Building Envelopes that require a variance from the County.

C. Design Review Process Required Steps

The CRC design review process for project types 1, 2, 3 and 4 as noted above in ~~will-should~~ include, at a minimum, the following three steps:

Pre-Design Conference - Prior to preparing any drawings for a proposed project, the Developer/Owner ~~or,~~ Architect, or Landscape Architect (if applicable) and any other key project team members ~~are to-should~~ meet with representatives of the CRC to discuss the proposed project and program.

Preliminary Design Review - The Applicant ~~shall-should~~ prepare and submit to the CRC for review ~~and approval~~ a preliminary design review package, which ~~should-may~~ include all of the requested information, drawings and plans contained in the CRC design review application, including -concerning existing site conditions, constraints, ~~B~~building ~~T~~types, building orientation, vehicular and pedestrian circulation, and streetscape design or other documents applicable to the application. as applicable and as set out in the design review process document.

Final Design Review - ~~Within one year of~~ Following preliminary design review ~~approval~~, the Developer/Owner ~~shall-should~~ initiate final design review by submitting applicable application and final design documents to the CRC. This review ~~will-may~~ cover more detail of all items that need to be in compliance with the sustainability and aesthetic goals of the Specific Plan. Projects to be reviewed will require and be preceded by the submission of plans and specifications as set out in the CRC's design review process documents.

~~Projects to be reviewed will require and be preceded by the submission of plans and specifications as set out in the design review process document.~~ The Developer/Owner ~~shall-should~~ retain competent assistance from an Architect, Landscape Architect, Arborist, Civil Engineer, and Soils Engineer, and other (Consultant(s)) as appropriate. The Developer/Owner and Consultant(s) ~~shall-should~~ carefully review the Specific Plan prior to commencing the design review process.

Submittals to, and ~~approvals-recommendations~~ by, the CRC ~~shall-should~~ occur prior to County ~~review and action on development proposals~~ approvals. The CRC shall process design review applications in a timely fashion so as not to impact the overall development schedule of proposed construction. Having secured final approvals from the CRC, the Owner/Developer is required to meet all the submittal and approval requirements of for Solano County, as required to move forward with development of a project.

D. Design ~~Approved~~ Professionals

Developer/Owners should utilize a professional design team throughout the CRC design review process. This will help ensure timely review and coordination of all applicable plan policies and requirements.

Design teams ~~are to-may~~ be comprised of the following Consultants, as applicable:

1. Licensed Architect
2. Licensed Landscape Architect
3. Licensed Civil Engineer
4. Additional professional services, as required, to provide consultation regarding energy efficient and environmentally sensitive design.

~~Strong p~~Project management and teamwork ~~must-should~~ be maintained to assure that sustainable design measures are integrated throughout the planning, design and construction stages of any project

while adhering to the aesthetic goals ~~at of the~~ Middle Green Valley Specific Plan. Refer to Appendix B for the Sustainability Index.

E. Sustainable Principles Training Programs

The CRC ~~shall provide~~ should advocate for programs and/or information that explain the required ~~and/or~~ recommended sustainable measures as set out in the Neighborhood Design Code. These measures should be ~~continually-periodically~~ updated and reviewed by the CRC to ensure that current methods and thresholds are being ~~used~~ implemented. These programs could include training sessions, ~~one-on-one~~ meetings with Owners/Developers and ~~publishing manuals on-line~~ providing information for owner's use to increase building performance and innovative measures for ~~incorporation in building programs~~ sustainability and energy efficiency. Refer to Appendix B for the Sustainability Design Index.

F. Application Fees

In order to defray the expense of reviewing plans, ~~monitoring construction and related data~~ site visits and administrative functions, and to compensate consulting Architects, Landscape Architects and other professionals ~~(as requested by the CRC)~~, a reasonable design review fee ~~shall may~~ be established by and payable to the Conservancy CRC payable upon submittal of initial project application materials. ~~Fees for resubmission shall be established by the CRC on a case by case basis. Application fees may be amended annually, as needed.~~ Fees ~~should may~~ be structured to provide incentives to projects that include a high level of recommended green building and sustainable measures as set out in Appendix B – Sustainability Index.

G. Application Format

An application and information package ~~shall should~~ be available from the CRC for each type of submission. ~~Each~~ In order for the CRC to perform its intended function, each submission ~~must should~~ be accompanied by the required information, as specified in the design review process document. Submissions will not be reviewed ~~without until~~ all of the required materials have been being submitted and applicable fees paid.

H. County Approval

~~The Developer/Owner shall apply for required approvals from Solano County. Any adjustments to CRC approved plans required by the County review must be resubmitted to the CRC for review and approval prior to commencing development. Any County-required adjustments to CRC approved plans must be resubmitted to the CRC for review, and if applicable, comment back to the County prior to the County's approval to commence development construction.~~ The CRC ~~shall should~~ work with the County to ~~develop provide~~ opportunities to streamline permit processing for projects already reviewed and recommended for approval approved by the CRC. ~~The issuance of any approvals~~ A recommendation by the CRC for County approval of a submitted project shall not imply corresponding compliance with the legally required demands of any local, state and federal agencies. ~~The CRC's decision after County adjustment to plans previously approved by the CRC is appealable to the County, and the County's determination on appeal is not then subsequently appealable to the CRC.~~

I. Work in Progress Observations

During construction, the CRC ~~shall may~~ make visits to a project site to establish a schedule to check construction to ensure compliance with approved final design documents, as applicable, and may report its observations to the County, including observations of potential non-compliance. ~~These observations shall be specified in the design review process document. If changes or alterations have been found that~~

have not been approved, the CRC shall utilize a “notice to comply” process in order to ensure that Improvements are installed per approved plans.

J. Notice of Completion

The CRC shall establish a notice of completion process that includes the following steps:

- Upon completion of construction, the Owner and/or Contractor shall submit to the CRC a Construction Observation Request Form for any Improvement(s) given final design approval by the CRC.
- The CRC shall make a final inspection of the property within a set amount of working days of notification.
- The CRC will issue in writing a Notice of Completion within a set amount of working days of observation. The Owner, however, cannot take occupancy of any Improvement(s) until a Notice of Completion is issued or an appropriate bond is filed with the CRC.
- If it is found that the work was not done in compliance with the approved final design documents, the CRC shall issue a Notice to Comply within three (3) working days of observation.