



SHAMBURGER ARCHITECTURAL GROUP

Example of Items Contractor May Suggest During LOI Phase

- LAND**
 - Boundary Survey
 - Topographical Survey
 - Have Surveyor String Setback Lines per Community Requirements
 - Obtain Well and/or Septic Permit
 - Hire Back-hoe Operator to Dig Septic Pits
 - Geotechnical-Soil Bearings
 - Recommended when Condensed Rock Nearby
 - Hire Water Douser to Check for Groundwater
 - Recommended if Well Water is Needed
 - Hire Arborist
 - Recommended for Indigenous Landscaping
 - Lakefront Properties
 - Shoreline Work Required for Dock Permits
 - Mountain Properties
 - Determine if Steep Slope or Protective Ridge Zoning Permits are Necessary (Can be Obtained by Landscape Architect)
- HOME DESIGN**
 - Hire Architect and/or Interior Designer
 - Determine if Architect will Hire Structural and Mechanical Engineer, if not
 - Hire Structural and Mechanical Engineer
 - Determine if Energy Star, if so, Hire Energy Star Rater
 - Determine if Lighting Designer is Necessary, if so, Hire Lighting Designer
 - Hire Landscape Architect
 - Stake Out House Boundaries
- COMMUNITY**
 - Understand Community Requirements
 - Setbacks
 - Restrictive Covenants
 - Fees
 - Architectural Review Board (ARB) Submittal Process (Discuss with Architect)
- UTILITIES**
 - Pay Water/Sewer Tap Fees
 - Determine Telecommunications in Community or Area
 - Determine Natural Gas or Propane (Inform Architect and Engineer)
 - Determine if Solar is to be Used (Inform Architect and Engineer)
- SITE WORK**
 - Mark Contractor Parking per Community Requirements
 - Erosion control application – varies by county
 - Upon Final Site Plan, Perform Site Staking of:
 - Centreline of Driveway
 - House and Garage Dimensions
 - Retaining Walls
 - Turnaround and/or Guest Parking
 - Benchmark for Floor Elevations
 - Center Line Through Front Door
- CONTRACT**

Procure Estimate Based on Preliminary Drawings

 - Draft Letter of Intent (LOI), Enables Contractor to Move Forward with:
 - Homeowner's Association Submittals
 - Site-walk with Homeowner's Association (if Required)
 - Coordinate Placement of Sewer Tap
 - Coordinate Placement of Water Meter
 - Well and/or Septic Permits
 - Steep Slope/Protected Ridge Overlays
 - County/City Permits
 - Development Fees
 - Signage