

## **EXHIBIT B**

### **MID-LEVEL PROJECT**

Mid-Level: A Mid-Level Project is still a small addition to a house generally larger than 50 square feet but smaller than 400 square feet, one that does not require a Board variance, and one that may be slightly noticed from the roads, neighboring lots, or golf course. Similar landscaping changes with the same level of noticeability are Mid-Level Projects. A change of exterior color to a house may be considered a Mid-Level Project. Mid-Level Projects may be approved without a meeting(s) of the ADRC but such approval must be unanimous. If approval is not unanimous, a meeting will be held.

The purpose of a Mid-Level Project application is to make the approval of smaller projects easier and less time-consuming without compromising the integrity of the design review process and conscious review of the project. Should any dispute arise out of the Mid-Level Project process, the proposal is subject to full ADRC review as defined by the Major Project outlines.

### **DESIGN SUBMITTAL**

The design submittal requirements for a Mid-Level Project should, at the very least, include a description of proposed work and/or a picture of where the work is to take place. If color changes are involved, proposed colors should be submitted. If formal plans are available or required by the county, they should be submitted. All submittals should be made electronically to the Agent (Property Manager). If more information is requested, the applicant should be prepared to provide it.

Within 15 business days of the submission, the ADRC will make a decision as to whether or not the project is approved without a meeting. Such a decision must be unanimous. If approved, an approval letter will be sent to the applicant.

If not approved unanimously, a meeting of the ADRC must be held within 21 business days of submission.

There are four possible options for the ADRC at the meeting.

1. Approve the plans as submitted.
2. Approve the plans as submitted with conditions. Such conditions must be in writing.
3. Provide feedback to the plans and to schedule another meeting of the ADRC to re-review after feedback has been inputted and new plans have been received (any meeting will be scheduled based upon the schedule of the ADRC and the time it will take the owner to update the plans and provide the required information).
4. Deny the approval of the plans.

A \$250 fee will be required with the application. Any additional fees incurred during the review of plans, site visits, ADRC meetings, etc. will be the responsibility of the owner and the VCOA will not incur additional expense as the result of any ADRC review or work of its agents in relation to the ADRC process, including enforcement.

**Checklist**

\_\_\_ Description of work including photos, plans, color changes, etc.

\_\_\_ \$250 fee