

DRC Review Fee – What Is Included?

Project Set up – Project set up includes setting up a project file; on-going communication with applicant/design team at the start-up and throughout the life of the project; scheduling of reviews and inspections; research related to the project; documentation of every review; processing billing; site visits; inspections; processing violations/fines; communication with TOC related to the project; and maintenance of complete and accurate records

Pre-Design Conference – This is a required meeting with the applicant’s representative and the DRC administrative team (Executive Director/DRC Administrator) to review conceptual plans for ‘hot button’ issues and to go over our review process, fees, etc. This meeting generally takes 60 – 75 minutes.

Preliminary Submittal – This review generally takes 60 minutes – 75 minutes of the applicant’s 120 minutes of review time. Meeting includes 2 – 3 DRC members and Executive Director or DRC Administrator.

Courtesy Noticing of Adjacent Property Owners – Per our Design Guidelines, we notice adjacent/abutting property owners and allow them to review proposed plans, under our direction. These courtesy reviews typically take 3+ hours to notice, meet with the neighbours, document and communicate the comments to the applicant (depending on the number of adjacent property owners).

Final Submittal - This review generally takes 45 minutes – 60 minutes of the applicant’s 120 minutes of review time. Meeting includes 2 – 3 DRC members and Executive Director or DRC Administrator.

Pre-Construction Meeting – This meeting is conducted at the construction site, with Executive Director and DRC administrator, generally takes 45 - 60 minutes.

Site/Utility, Foundation, Framing, Final Architectural, Final Landscape, and Final Irrigation Inspections – These inspections are conducted on-site with Executive Director, DRC Administrator, and Irrigation Master Specialist. The length of time depends on the degree of compliance, and whether the inspection is accomplished in one visit.

Project Facilitation – Very rarely is there a project that doesn’t have ‘issues’ in the construction phase. These problems can include negotiating with the TOC for the removal of trees on the project site, mediating disputes between the applicant and their future neighbours regarding things like view planes or fence placements, doing in-the-field administrative change approvals that would normally require presentation to the DRC, dealing with irate residents who are inconvenienced by construction parking, noise, debris, etc. These issues often take dozens of hours for the Executive Director and DRC Administrator to resolve.

Project Close Out – This service includes final Certificate of Completion documentation, reconciling the Performance Damage deposit and issuing remaining credit, communication with TOC on their Certificate of Occupancy, and finalizing and archiving of the project file.