



REQUIRED STEPS FOR A SUCCESSFUL BUILDING EXPERIENCE IN THE VILLAGE OF SADDLEBROOKE

Home Building Requirements for the Village of Saddlebrooke

1. Download and complete the **Zoning Compliance Permit Application** available on the website at www.saddlebrookevillage.com or available at the Saddlebrooke Village Office.
2. Provide three 11' x 17' Home Plans consisting of the home structure and plan elevation on all sides.
3. Download and complete the following forms:
 1. **Regulations Related to Home Building In R-1 District**
 2. **Exterior Building Materials List**
 3. **Driveway Access Agreement**
4. Download the **Contractor Requirements Contract** and give to your builder for completion.
5. After completing all documentation, email the completed forms to zoning.administrator@saddlebrookevillage.com or deliver the forms to the Zoning Administrator at the Village office. The forms will be reviewed by the Administrator and you will be contacted with any questions or incomplete responses on the forms. You will also need to meet with the Zoning Administrator to review your documents and structure plans. After this review, the Zoning Administrator will arrange the remainder of the process to begin your build.
6. Stake out location with required setbacks.
7. Meet with Village Design Committee to review building specifics. POA (property owners association) representatives will be included in this meeting if plat is in POA.

In that meeting please provide:

 1. **Exterior Building Materials List**
 2. Plat diagram showing structure location and setbacks.
 3. Signed **Contractor Requirements Contract** including a \$1,000 builders deposit.
 4. Signed **Regulations Related to Home Building In R-1 District**
 5. Completed **Driveway Access Agreement** available online.
 6. Landscape Plan. (May be submitted at later date, but prior to final approval review).
8. **Upon approval by the Design Committee**, the package will be submitted to Zoning Administrator. The 911 street address will be assigned and added to the approved 11" x 17" plan copy. The builder submits to Christian County Permitting office to obtain Building Permit.
9. **Final project review and approval:** Upon completion of construction, contact Design Committee for final review and approval. (Design Committee will contact / include POA). Village will issue Certificate of Occupancy, as will the County.