



ALEGRÍA
VILLAGE

DRC: REVIEW PROCESS SUMMARY



PROJECT PRELIMINARY DESIGN

STEPS FOR YOUR PRESENTATION

REQUEST TO ADMINISTRATION

Send an email to drc@neicostarica.com and drc@comunidadalegria.com and requesting the start of the process of your preliminary project.

The administration will share the link to a folder in Google Drive for your Lot.

PREPARATION

- Documents you must provide:
 - ✓ Preliminary design plan
 - ✓ Proof of payment for application fee
 - ✓ Preliminary submission form

UPLOAD

Upload the requested documents to your Google Drive folder. Once done, the administration must be informed by mail so that the process can begin.

Architect's Review: 1 week

CHECKLIST

You will receive a checklist with the approval/rejection of your project.

If you need to make corrections, you have 1 week to make the changes requested by the architect

PRESENTATION

- The administration will schedule a meeting according to agenda availability through the virtual platform Google Meet for the presentation of its preliminary project to the DRC.
- Available time: 25min.

DRC REVIEW

- Review of the Preliminary Design by the DRC.

PRELIMINARY DESIGN

FAQ

¿Where can I find the technical and administrative information to start my project?

Alegria Village has a Construction Guide (Guidelines) that contains all the necessary information to start the construction process. Contact the administration to have the latest version of the Construction Guide – Guidelines, or request it by mail drc@neicostarica.com or drc@comunidadalegria.com

¿What documents do I need to submit to start the preliminary design review process?

- ✓ Complete Preliminary Review Request form; Proof of deposit of application fee ; Preliminary Project plans

How much should I pay for the preliminary design/preliminary design review

- ✓ The amount is \$250 and shall be deposited to the accounts corresponding to the condominium where the project is located. (ask account number to Administration)

To which email should I send the documents requested?

- ✓ It must be uploaded to a Google drive folder (You must ask for access to the mail alegriavillage@neicostarica.com.



PRELIMINARY DESIGN

FAQ

¿Can I send the documents separately or on different dates?

- To maintain order and follow-up of each project, all requested requirements must be complete in the Google Drive folder before notifying the administration to continue with the process. Likewise, the scheduling of the review appointment is subject to compliance with this point.

In case the project is rejected for minor details, what should I do?

- In case the project is not approved for minor details, these must be corrected for a second review and must be uploaded again to the Google Drive folder, when you do, you must send an email to drc@neicostarica.com for proper follow-up
- If the changes are minor, you will be notified that a second appointment for review will not be necessary.

In case the project is rejected for major issues, what should I do?

In case the project is not approved for major issues, these must be corrected and then upload the information again to the Google Drive folder, when you do so you must notify the administration through email drc@neicostarica.com

In these cases, it will require to schedule a new appointment to present the changes to the DRC.



FINAL DESIGN

STEPS FOR YOUR PRESENTATION

PREPARATION

- Documents to be submitted:
 - ✓ Final Design Form
 - ✓ Final Design.
 - ✓ Preliminary Landscape Design.
 - ✓ Stormwater Management Plan

UPLOAD

Upload the requested project documents to the Google Drive folder of your lot.

Inform drc@neicostarica.com and drc@comunidadalegria.com that the complete information was uploaded to Google Drive.

DRC REVIEW

The DRC will conduct the final design review of the final design

CHECKLIST

- The checklist is sent with the approval/rejection of the final project.

EXPOSITION

- Presentation of the project to the DRC in virtual meeting.
- Maximum duration: 25min.

SCHEDULE APPOINTMENT

- In case of having the Approval by the DRC, the administration will proceed to schedule an appointment through Google meet to make the presentation of its final design to the DRC.

FINAL DESIGN

FAQ

¿Where can I find the technical and administrative information for the final phase of the project?

- In the Construction Guide (Guidelines) that contains all the necessary information for the final phase of the construction process. You can request it to the mail drc@neicostarica.com or drc@comunidadalegria.com

What documents do I need to submit to start the preliminary design review process?

- Final Review Request form; Final design; Preliminary Landscape Design; Rainwater Management Plan.

Where should I send the documents requested?

- They must be uploaded to the Google Drive folder that the administration shared access to you.

Can I send the documents separately or on different dates?

- To maintain order and monitoring of each project, all the requested requirements must be uploaded at the same time notify it to the mail drc@neicostarica.com and drc@comunidadalegria.com Likewise, the scheduling of the appointment is subject to compliance with this point.

In case the project is rejected, what should I do?

- If the project is not approved, the observations made by the DRC must be corrected and an appointment for review must be requested again.



CONSTRUCTION

BEFORE STARTING AND DURING THE PROCESS

MUST BE UPLOADED IN THE GOOGLE DRIVE FOLDER

DOCUMENTS

- Proof of deposit of the Impact Fee \$500
- Building Permit of the Municipality
- Construction staff list.
- RT INS Policy.
- CCSS Registration Slip.
- Plans stamped by the CFIA
- Builder/contractor Approval form
- DRC Final Approval form.
- Start date / Working hours.

It must be confirmed that this was completed to the administration to proceed with the startup authorization.

IN THE PROJECT

REQUIREMENTS

- Sanitary booth.
- Water meter.
- Electric meter
- Construction Permit of the Municipality (Sign).
- Plans stamped by the CFIA.
- DRC Final Approval form.
- Letter of authorization of works by the Administration.
- Updated construction staff list.
- RT INS policy (up to date).
- CCSS Registration Slip (up to date).

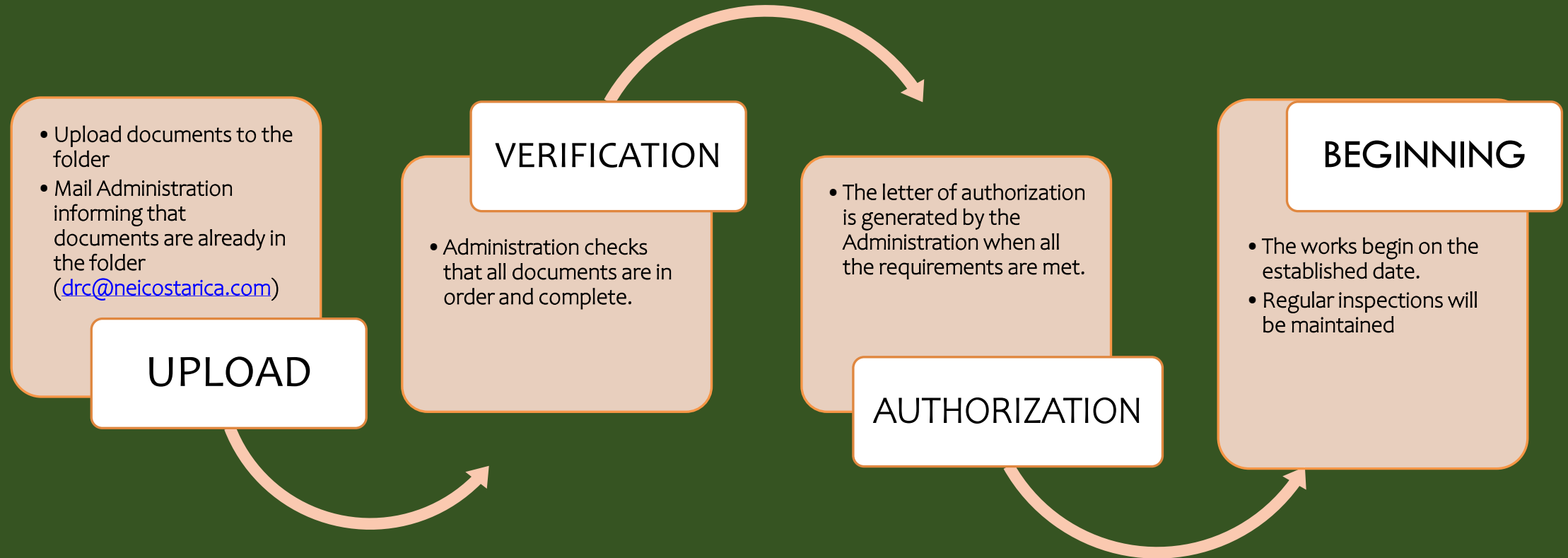
OTHER ELEMENTS

CONSTRUCTION

- Plan and place for waste management
- Place for fuel handling.
- Erosion protection.
- Labor protection equipment.
- Topographic marks.
- Storage unit (locked)

CONSTRUCTION

STEPS TO GET STARTED



CONSTRUCTION

FAQ

¿Where can I find the technical and administrative information for this phase of the project?

- In the Construction Guide (Guidelines) that contains all the necessary information for the final phase of the construction process. Request it to the Administration through the mail drc@neicostarica.com and drc@comunidadalegria.com

How much should I pay for the Impact Fee?

- The amount is \$500. And they are deposited to the corresponding accounts where the project is located.

Where should I send the documents requested?

- You have to upload them to the folder of each lot, you must request access to the mail drc@neicostarica.com.

Can I send the documents separately or on different dates?

- To maintain order and follow-up of each project, all the requested documents must be uploaded to the folder all together.

In case you have not complied with the requirements and documents, can I start construction?

- **NO**, since it is necessary to comply with the documents and requirements requested so that the Administration can authorize the start of construction, otherwise a fine will be imposed.



CONSTRUCTION

FAQ

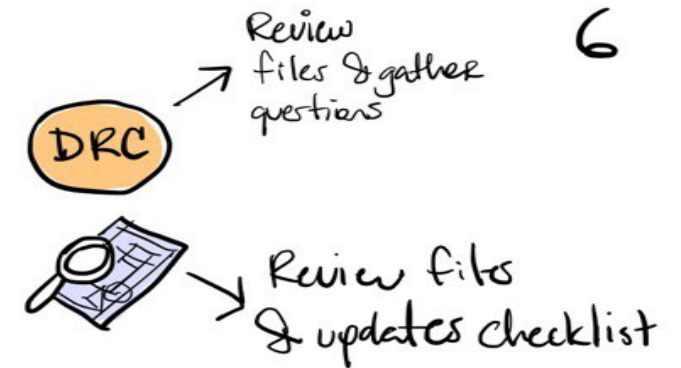
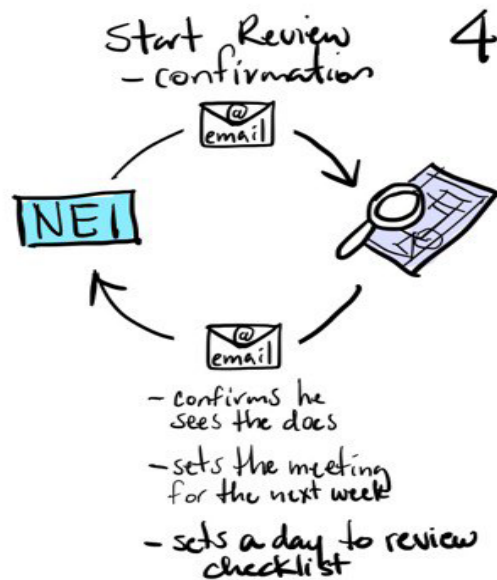
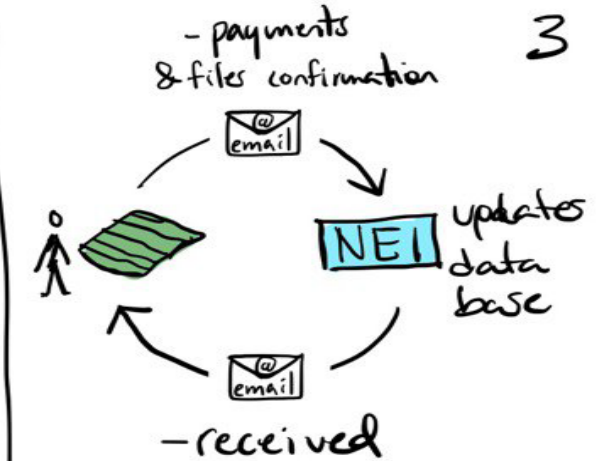
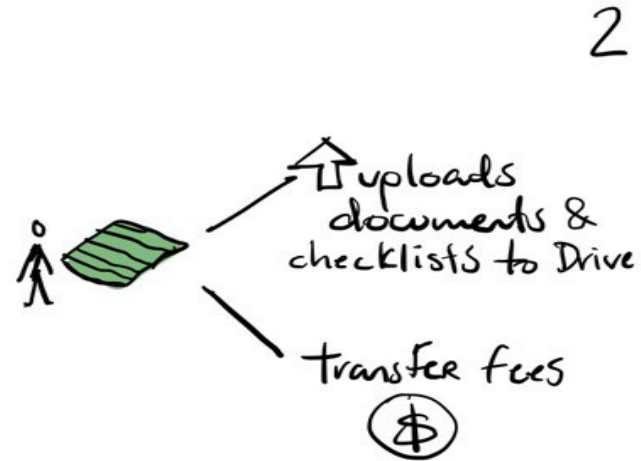
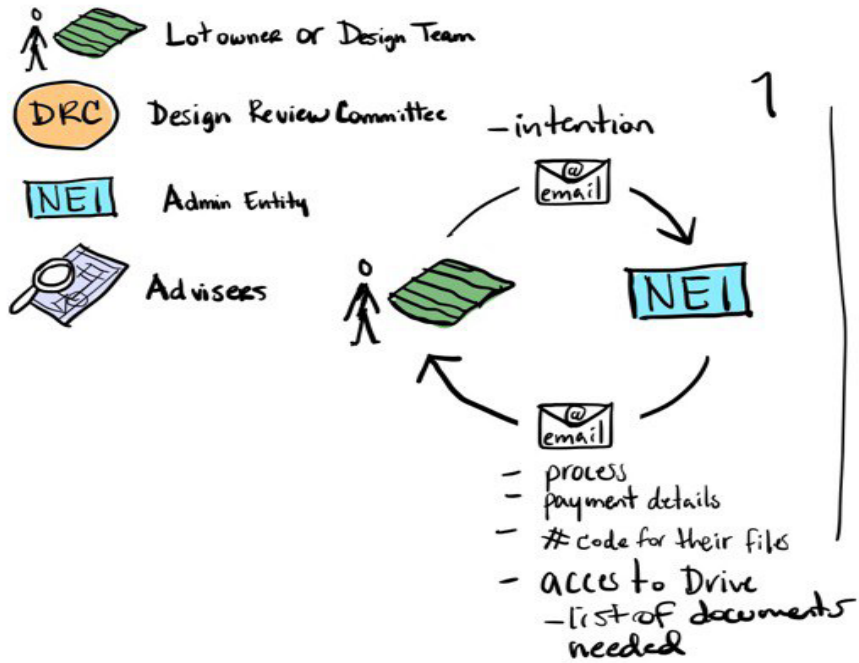
In case I must include a new collaborator, should I inform the Administration?

- Yes. It is the obligation of the Professional in charge/Contractor to keep the list of collaborators updated. Before any change you must make the modification to the list and send it to the mail of the Administration, drc@neicostarica.com as well as keep a copy in the project.

Will periodic monitoring review the list of requirements?

- Yes. It is the obligation of the Responsible Professional/Contractor to keep the entire list of requirements up to date in the project for periodic review.





  Lot owner or Design Team

 Design Review Committee

 Admin Entity

 Advisees

