



Please use the following checklist to ensure that you have completed all necessary steps to complete the Architectural Review Board (ARB) review process.

1. Print off an ARB Checklist (see Soldier Summit Architectural Review Form.pdf) of required items to submit in your plan submittal packet.
2. To expedite plan approval, ensure that you submit ALL required ARB Checklist items to property management. The ARB will not begin reviewing your packet for approval if there are any missing items.
3. Once ARB receives all required items, you will receive a plan submittal packet "complete" notification from the ARB. The ARB has up to 60 days from the date of the "complete" packet notification to give their response.
4. The ARB may: (1) approve the plans; (2) reject the plans; (3) request additional information; or (4) require that certain conditions be met.
5. The ARB will provide you with their decision via written letter or email.
6. Once plans are approved by the ARB, Utah County has to also approve and permit any building prior to initiating construction.
7. If Utah County requires any changes or modifications to your plans approved by the ARB, then the ARB must be notified and give final approval after consideration of the changes or modifications.

Related Documents

- [Soldier Summit Architectural Review Form](#)