ARCHITECTURAL APPROVAL CHECKLIST

When you are ready to begin the building process **and prior to applying for a building permit**, you will need to submit your construction plans to the Architectural Control Committee (ACC) at the address listed above for approval. The approval process will take approximately 1 week. Below is a checklist to help you expedite your approval process.

☐ **Submit a minimum of 2 copies of a survey prepared by a licensed surveyor or plot layout.**
   Survey must show the house placement, driveway location and proposed yard grade.

☐ **Submit a minimum of 2 copies of the home construction plans.**
   (Note: 1 copy will remain on file with the ACC and the balance will be returned to you.)
   Each plan must meet the following minimum guidelines:
   ☐ Minimum square footage (Ranch: 1,500 sq.ft.; 2-story: 2,200 sq.ft. with 1,100 sq.ft. on 1st floor)
      (Note: Finished basements do not count toward the minimum square footage. Total square footage must be listed on the plan.)
   ☐ Minimum 2 car attached garage
   ☐ Minimum roof pitch of 8:12
   ☐ 30 year dimensional shingle in the color weatherwood.
   ☐ The type of exterior materials must be listed on the plan for items such as siding, soffit and facia, trim.
   ☐ On lots that require basement exposures, the house plan must show exposed areas and the siding treatment and windows.

☐ **Submit exterior colors and samples. (Optional)**
   ☐ Roofing color must be weatherwood.

☐ **Submit cover letter with who to contact if there are questions on the plan and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.**

The Architectural Control Committee has the right to request and require plan changes, additions and/or deletions of architectural details to your plan. The above listed items are a minimum guideline as outlined in the Declaration of Covenants, Conditions and Restrictions. The ACC review process is subjective and will consider the minimum requirements along with overall curb appeal for the best fit of the proposed home into the subdivision. After the ACC has reviewed your plan it will be returned as either "Approved as Submitted", "Approved as Corrected" or "Not Approved". In the case of "Not Approved" the plan must be resubmitted for approval.

Swimming Pools
☐ Submit a minimum of 2 copies of a survey or plot layout showing the location of the structure.
   ☐ Plan must denote offsets, landscape treatment and fencing.
☐ Any planed outbuilding associated with swimming pool must be submitted for approval.
   ☐ Structures shall be constructed of materials that match the exterior style & colors of the home.
☐ Submit cover letter with who to contact if there are questions on the plan and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.

Fences
☐ Submit a minimum of 2 copies of a survey or plot layout showing the location of the proposed fencing.
   ☐ No fences are allowed in the front yard.
☐ Submit a minimum of 2 photos/samples of materials that will be used.
☐ Submit cover letter with who to contact if there are questions on the plan and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.

Submittals for Swimming Pools and Fences must be done prior to applying for a building permit.

As construction nears completion, please remember to do following:
☐ Electric yard light must be installed prior to occupancy.
☐ Lot must be landscaped within 1 year after home is complete. During the time the lot is not landscaped the homeowner is responsible to maintain erosion control measures to prevent dirt, mud and silt from washing and eroding onto streets, sidewalks and neighboring properties.
☐ Hard surfaced driveway must be installed within 1 year after home is complete. **Note: Be sure to check with the building inspector to see if a driveway permit is required.**