



WINDEMERE ARCHITECTURAL APPROVAL CHECKLIST

(page 1 of 2)

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.

Preliminary Plan Review:

The Preliminary Plan Review is designed to give feedback on your home plans and site layout while you are in the design stage. The ACC comments on the preliminary plan should avoid major design issues/changes during the final review. See final plan review for minimum guidelines.

- Submit 2 sets of preliminary plans for the building, including dimensions and exterior elevation on all sides.**
- Submit 2 sets of site plans, showing the location of the building and any access drives, and preliminary landscaping.**
- Submit cover letter with who to contact and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.**

Final Plan Review:

- Submit a minimum of 2 copies of a survey prepared by a licensed surveyor.**
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: 2,600 sq.ft.; 2-story: 3,000 sq.ft. with 1,800 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 3 car attached side entry garage (650 sq.ft.) located on the side with the highest elevation.
 - Minimum roof pitch of 8:12
 - 50 year dimensional shingles in the color weatherwood (Lots 1 through 8).
 - Wood shake, slate, tile or 50 dimensional shingles in the color weatherwood (Lots 9 through 42).
 - Window treatments consistent on all 4 elevations of home.
 - The type of all natural exterior materials must be listed on plan.
 - Exterior fireplace chimney shall be covered with masonry, stucco or stone material.
 - Exterior brick or stone must terminate at an inside corner.
 - On lots that require basement exposure, the house plan must show exposed areas and the siding treatment and windows.
 - Yard lamp post wiring shall be noted on plan.
- Submit exterior colors and samples.**
 - 50 year dimensional shingles in the color weatherwood (Lots 1 through 8).
 - Wood shake, slate, tile or 50 dimensional shingles in the color weatherwood (Lots 9 through 42).
 - Submit a minimum of 2 copies of detailed landscaping plan including planting schedule.**
 - Submit cover letter with who to contact 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 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.

SEE ATTACHED FOR ADDITIONAL STRUCTURES AND FURTHER INSTRUCTIONS.

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(page 2 of 2)

Submittals for Detached Garages, Sheds, Pools, and Fences must be done prior to applying for a building permit.

Detached Garages:

- Submit a minimum of 2 copies of plan
 - Minimum of 2 stalls
 - Exterior style, materials and colors must match home
 - Maximum garage door height of 10'
- Submit a minimum of 2 copies of survey or plot layout showing location of the proposed building.
- Submit cover letter with who to contact and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.

Storage Sheds:

- Submit a minimum of 2 copies of plan
 - Minimum 129 sq.ft. / Maximum 230 sq.ft.
 - Rectangular in shape
 - Exterior style, materials and colors must match home
 - Submit a minimum of 2 copies of survey or plot layout showing location of the proposed building.
 - Submit cover letter with who to contact and if you will be picking up the plans or if they are to be mailed. Please provide name, phone number and mailing address.
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As construction nears completion on your home, please remember to do following:

- Order mailbox from Mahvelous Mailboxes (262-255-8181).
- Schedule pick-up of lamp post and address plaque (Contact J.B.J. Companies at 262-255-1800).
- Lot must be landscaped with a least 3 shade trees which have a minimum 3.0 inch diameter (trunk size) and lot must seeded or sodded 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 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.