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**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.**  
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.)  
*Plans must meet the following minimum guidelines:*
  - Minimum square footage (Ranch: 2,400 sq.ft.; 2-story: 2,900 sq.ft. with 1,500 sq.ft. on 1<sup>st</sup> 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 (450 sq.ft.) located on the side with the highest elevation. Side entrance is encouraged but not required.
  - Minimum roof pitch of 8:12
  - 40 year dimensional shingle in the color weatherwood.
  - Window treatments consistent on all 4 elevations of home.
  - The type of all natural exterior materials must be listed on plan.
  - Exterior brick or stone shall terminate at an inside corner
  - On lots that require basement exposures, 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.**
  - 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 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.

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***Submittals for In-Ground Pools and Fences must be done prior to applying for a building permit.***

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As construction nears completion, please remember to do following:

- Lot must be landscaped and 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.**