

APPLICATION FOR NEW HOME APPROVAL

Neighborhood: _____ **Lot #** _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

Email Address: _____

Contact Information: Home: _____ **Work:** _____ **Cell:** _____ **Fax:** _____

Builder: _____

Mailing Address: _____

Telephone: Office: _____ **Fax:** _____ **Cell:** _____ **Pager:** _____

The ARB meets the second and fourth Tuesday of each month. **Allow up to ten (10) days after the review to obtain a written response. Verbal approvals will not be granted.** This application is a two-stage review process. The initial review is to determine compliance with Design Standards. Between stages, property owners in the immediate vicinity are notified and invited to communicate any concerns to the ARB. These comments are taken into consideration at the second review meeting. A final determination of approvability is made at that time. As part of the initial review, property lines must be strung to avert any property line disputes prior to lot clearing.

All submittals **must include:** 1.) a site plan showing location of structure, setbacks, specimen trees, walks, drives, etc.; 2.) a complete set of building plans showing all four elevations; and 3.) a list of construction materials. Refer to "Sample Plot Plan for New Home". The sample may not be substituted as required drawing and is for illustration purposes only.

ITEMS TO BE SUBMITTED FOR REVIEW:

House Plan Name or Number: _____ **Heated Square Feet:** _____

Exterior Materials / Colors (include color name and manufacturer and samples):

Roof: _____ **Siding:** _____

Brick: _____ **Trim:** _____

Dryvit: _____ **Shutter:** _____

Doors: _____ **Walkways:** _____

Approval is limited to design criteria established by the Architectural Review Board and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Brandermill Covenants or Chesterfield County. Approval of siting does not imply compliance with county zoning requirements.

FOR BCA USE ONLY **DATE APPLICATION RECEIVED:** _____

APPLICATION: () Approved as submitted () Approved with Limiting Changes () Not Approved

PRELIMINARY REVIEW: _____ **DATE:** _____
 (for the Architectural Review Board)

FINAL REVIEW: _____ **DATE:** _____
 (for the Architectural Review Board)

DATE COPY SENT TO OWNER / BUILDER: _____ **INITIAL:** _____

BRANDERMILL COMMUNITY ASSOCIATION

DESIGN REVIEW POLICY

SUBMITTALS TO THE ARCHITECTURAL REVIEW BOARD

Purpose of Submittal: Required to allow the ARB to see and visually understand the exact nature and extent of the proposed work. Design review is intended to regulate size, location, appearance, and materials of proposed improvements. Submittal requirements may exceed the level of information that a builder or manufacturer may normally provide to the applicant. The applicant should advise the builder or manufacturer of Brandermill's requirements so that they may provide necessary information in a timely manner. **Property owners should submit for approval at least two to three weeks prior to anticipated need for approval.**

Completeness and Accuracy Required: Submittals prepared for consideration by the Brandermill Architectural Review Board must be complete and accurate. Submittals for design review must include drawings prepared as described in each section of the Brandermill Residential Design Standards. Site plans shall be drawn to scale (min. 1" = 30'). Drawings of structures, houses or other improvements shall be drawn to scale (min. 1/4" = 1'). Paint/stain color or roof shingle samples must accompany Exterior Color & Roof applications. Manufacturer's literature and samples may be required for changes in exterior materials or products. All requested information on the application forms must be furnished. The Board may, at its discretion, reject applications that are incomplete or inaccurate.

Submittals Not Returned: Submittals are kept on file for a record of approved designs. Drawings/plans and color samples become the property of the Association and are not returned. Therefore, submitted drawings should be copies of originals, not the originals themselves.

Construction Changes: All improvements and construction must be completed in accordance with the application and the plans as approved.

ARB REVIEW PROCESS

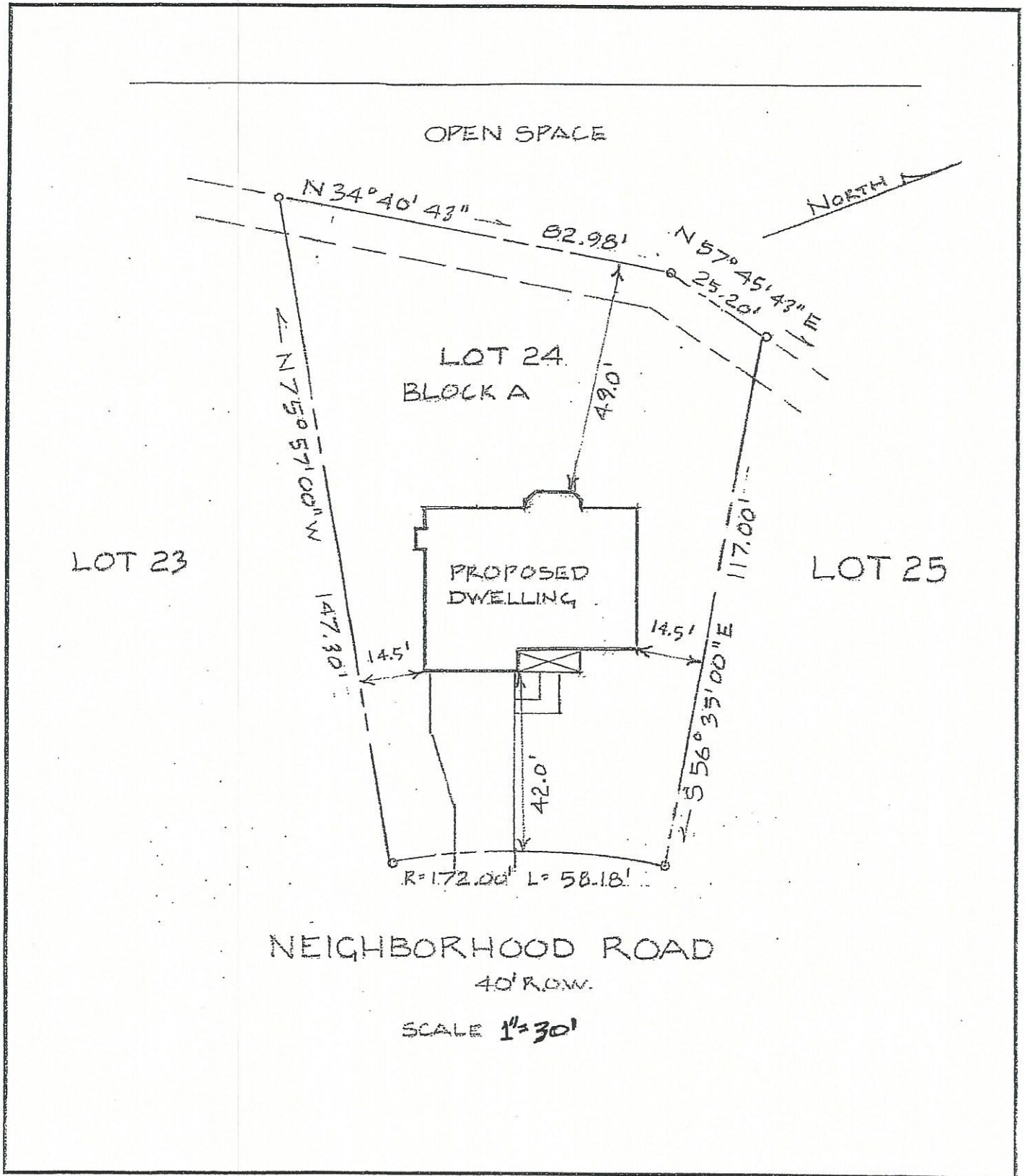
Review Meetings: The Brandermill Architectural Review Board reviews plans for new houses, modifications, additions and accessory buildings on the second and fourth Tuesday of each month. The meetings are held at 3:30 PM at the BCA office. At that time the ARB reviews all requests submitted on the appropriate application forms, together with their supporting drawings and information. Application forms are available at the BCA office. **To be included on the agenda, applications must be submitted no later than 4:30 PM the day before the meeting. Allow up to ten (10) days after review for a written response from the ARB. Verbal approvals will not be granted.**

Administrative Review: The ARB has delegated some review activities to the Community Architect. Review of paint/stain colors, roof shingles, fences, sheds, site stakeout, and project completion are conducted each Tuesday. **Applications must be submitted no later than 4:30 PM the day before the review Tuesday. Allow up to ten (10) days after the review to obtain a written response from the ARB. Verbal approvals will not be granted.**

Property Owner is Responsible: Each property owner within Brandermill is responsible for his or her property's compliance with the Covenants and Design Standards. Proposed improvements may affect that compliance; therefore, the Covenants require approval from the Association prior to making any improvements regardless if the work is being performed by the owner directly, by a tenant, or by a contractor.

Property Owner Signature

Date



SAMPLE PLOT (SITE) PLAN FOR NEW HOME

Note: This should be a scale drawing prepared by a surveyor or taken accurately from a property survey or plat drawing. The house should be drawn to scale and shown graphically in the proper desired location on the lot. Show the minimum distances from each house side to the property line. Show also the driveway location and size. If any other structures are proposed in this submittal, they should be shown also. Any legal restrictions such as easements, flood plain, or special county setback requirements should be shown also.

APPLICATION FOR STAKE OUT APPROVAL

Neighborhood: _____ Lot #: _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

Telephone Numbers: Home: _____ Work: _____

Cell: _____ Fax: _____

Builder: _____

Mailing Address: _____

Telephone: Office: _____ Fax: _____ Mobile: _____ Pager: _____

Date Lot Will be Staked (8 am): _____

All stake out applications are reviewed every Tuesday. Allow up to ten (10) days after the review to obtain a written response from the ARB. Verbal approvals will not be granted.

DO NOT CLEAR WITHOUT WRITTEN STAKE OUT APPROVAL

The lot **must be** staked at the following points:

1. All corners of the lot.
 2. All corners of the proposed house.
 3. Driveway and parking areas.
 4. Trees to be removed beyond the house, driveway and parking areas. Mark clearing limits.
- Contact the BCA office on any Tuesday to confirm clearing limits.

Approval is limited to design criteria established by the Architectural Review Board and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Brandermill Covenants or Chesterfield County. Approval of siting does not imply compliance with county zoning requirements.

FOR BCA USE ONLY

DATE APPLICATION RECEIVED: _____

APPLICATION: () Approved as submitted.
() Approved with Limiting Changes
() Not Approved

SIGNATURE: _____ DATE: _____
(for the Architectural Review Board)

DATE COPY SENT TO OWNER/BUILDER: _____ INITIAL: _____

CERTIFICATE OF COMPLIANCE

Neighborhood: _____ Lot #: _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

Telephone Numbers: Home: _____ Work: _____

Cell: _____ Fax: _____

Builder: _____

Mailing Address: _____

Telephone: Office: _____ Fax: _____ Mobile: _____ Pager: _____

Date Lot Will Be Ready for Inspection: _____ Closing Date: _____

Send Certificate of Compliance to: _____

Telephone: Office: _____ Fax: _____

All certificate of compliance applications are reviewed every Tuesday. Allow up to ten (10) days after the review to obtain a written response from the ARB. Verbal approvals will not be granted.

Applicant is responsible for notifying the ARB for second inspections if any defects are noted or project is incomplete.

FOR BCA USE ONLY

APPLICATION RECEIVED: _____

	YES/NO	If NO, List Defects
Plans Approved:	Y / N	_____
Colors Approved:	Y / N	_____
Construction Complete:	Y / N	_____
Grading & Paving Complete:	Y / N	_____
Landscaping Complete:	Y / N	_____
Complies with Standards	Y / N	_____

ARB SIGNATURE: _____ DATE: _____

DATE COPY SENT TO OWNER/BUILDER: _____ INITIAL: _____