

Brandermill Community Association, Inc.  
ARCHITECTURAL REVIEW BOARD (ARB)

**New Home Application**

**REMINDER:**

All Sample Materials Submitted with this  
Application must be picked up within  
Two Weeks of Application Approval

**Brandermill Community Association, Inc.**  
**ARCHITECTURAL REVIEW BOARD (ARB)**  
**New Home Application**

**The following must be included with your application:**

1. A site plan, drawn to scale, showing location of structure, setbacks, specimen trees, walks, drives, etc.;
2. A list of construction materials.
3. A complete set of building plans, drawn to scale, showing all four elevations; refer to "Sample Plot Plan for New Home".
4. The sample may not be substituted as required drawing and is for illustration purposes only.

**Please be aware of the following:**

1. ARB meets second (2<sup>nd</sup>) and (4<sup>th</sup>) fourth Tuesday of every month, at 3001 E. Boundary Terrace.
2. Applications must be submitted no later than 4:30 PM the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday prior to the meeting date.
3. Applications are responded to in writing **no verbal responses/approvals are given by BCA staff.**
4. **Allow up to ten (10) days** after review for a written response from the ARB.
5. Applications that are **incomplete or inaccurate may be rejected** by the ARB at its discretion.
6. Construction to be completed within twelve (12) months construction commencement. A Certificate of Compliance will be issued upon completion of the construction.
7. Approval is a two-stage review process. The initial review is to determine compliance with Design Standards.
8. As part of the initial review, property lines must be strung to avert any property line disputes prior to lot clearing.
9. A final determination of approvability is made at the second review.
10. 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.

Neighborhood: \_\_\_\_\_ Lot # \_\_\_\_\_

Property Address \_\_\_\_\_ Property Owner \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Builder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**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.*

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**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, Inc.**  
**DESIGN REVIEW POLICY**  
**New Home Application**

**I. General Provisions:**

1. All exterior changes to a property MUST be reviewed and specifically approved, in writing by the ARB, PRIOR to the start of all work.
2. Application forms are available at the BCA office, or you may go to [www.brandermill.com](http://www.brandermill.com) and follow the DOCUMENTS link to access all forms necessary.
3. Submit for approval at least two to three weeks prior to anticipated need to begin project.
4. Applications are responded to in writing, no verbal responses/approvals are given by BCA staff.
5. Allow up to ten (10) days after review for a written response from the ARB.
6. Applications that are incomplete or inaccurate may be rejected by the ARB at its discretion.

**II. Review Meetings:**

1. Second and Fourth Tuesday of each Month, 3:30 P.M. BCA office.
2. Applications must be submitted no later than 4:30 P.M. Monday 8 days prior to the meeting, to be included on the agenda.

**III. New Home Improvement Application Submittal:**

1. **Purpose of Submittal:** Allow the ARB to see and visually understand the exact nature and extent of the proposed work to assure appropriateness of the project so that the appearance of the neighborhood remains consistent. 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.
2. **Completeness and Accuracy Required:** Submittals prepared for consideration by the ARB 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" = 20'). 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. At its discretion, the Board may reject applications that are incomplete or inaccurate.
3. **Submittals Not Returned:** Submittals are kept on file for a record of approved changes. All large samples need to be picked up by the applicant within 2 weeks of approval; otherwise, the sample will be discarded. All other samples become the property of the Association and are not returned. Therefore, please be sure to provide materials that are not needed for future use, and submitted drawings should be copies of originals, not the originals themselves.
4. **Required Submittals:** Survey or other drawings showing the house and the proposed improvement on the lot, with dimensions to the property lines. Floor plans and scale drawings of all elevations (front, rear and side views) of the proposed improvement with dimensions and roof pitches given and exterior materials and finishes identified. Spec sheets for all windows and doors, as well as identifying the location on the home.

**IV Homeowner Responsibilities - Property Owner is Responsible:** Each property owner is responsible for his or her property's compliance with the Covenants and Residential 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.

*As the owner of the property, or its approved agent, I hereby give the BCA, its staff and other members of the Association, involved in the review of my application, permission to enter my property, and take and share pictures where necessary for the purpose of reviewing the aspects of the application, and providing me with a response to the request.*

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Property Owner Signature

3001 E. Boundary Terrace, Midlothian, VA 23112 804-744-1035, 804-744-2839, fax

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Date

# **Brandermill Community Association**

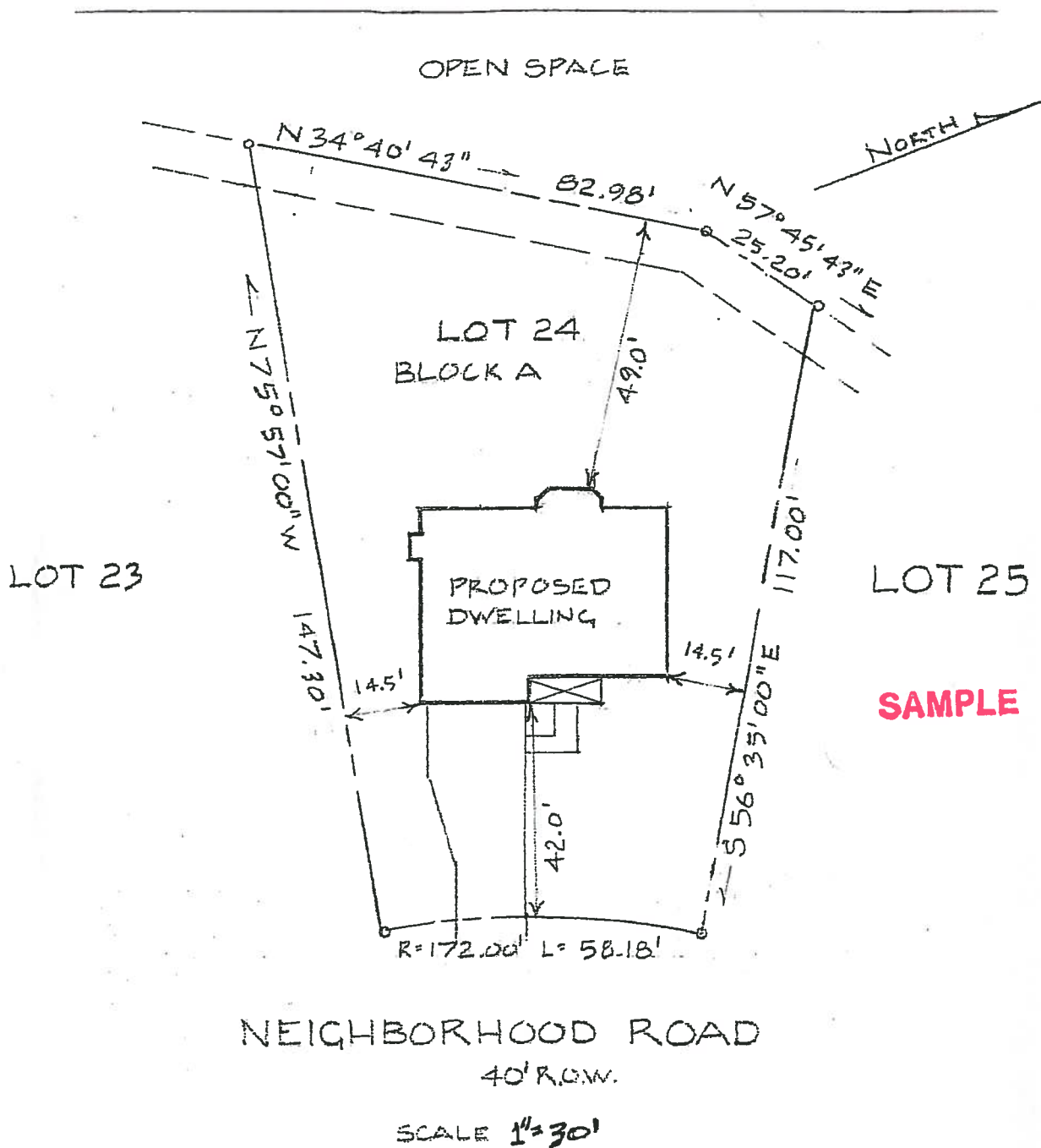
## **Architectural Review Board**

### **New Home Application Check List**

#### **New Home Construction:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Complete set of building plans, showing all four (4) elevations.
4. Site plan showing house location, distance to property lines clearing limits, and driveway location.
5. Foundation or basement plan, showing foundation material, (ie brick, dryvit, etc.).
6. Floor plans.
7. All exterior elevations- showing actual ground level.
8. All Exterior finish materials:
  - A. doors
  - B. driveway
  - C. roof
  - D. shutters
  - E. siding
  - F. trim
  - G. walkways
  - H. windows
9. Exterior color selection- samples necessary.
10. Landscape plan, including types, location, size of plantings.
11. Exterior lighting plan, showing type, size, location, and wattage.

**SAMPLE**



**SAMPLE**

### 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: \_\_\_\_\_