

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

**Home Improvement Application**

Accessory Buildings/Additions/Decks/Patios/Porches/Driveway Changes/ Pools/Window  
& Door Replacements

**Please be aware of the following:**

1. Applications must be submitted no later than the Monday eight (8) days prior to the meeting date.
2. All work must be completed within six (6) months of the approval date.
3. Inspection will be conducted after 6 months of the approval date for compliance with approval.
4. Application is NULL and Void if work not begun within six (6) months of approval.  
Reapplication is necessary.

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

1. A survey or other drawing showing the house and the proposed improvement on the lot, with dimensions to the property lines. See "Sample Plot Plan for House Addition, Porch or Deck."
2. 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.
3. If the improvement is an addition, provide elevations of the house with the addition. See "Sample Drawings for an Addition, Sample Drawings for an Accessory Building and/or Sample Drawings for a Deck" to complete your application. **Samples drawings may not be substituted as they are for illustration purposes only.**
4. Spec sheets for all windows and doors, as well as identifying the exact location and or placement on the home.

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

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

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

E-Mail address: \_\_\_\_\_

Improvement(s): \_\_\_\_\_

Construction Schedule: Begin: \_\_\_\_\_ End: \_\_\_\_\_

*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 - additional information required

ARB SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COPY SENT TO OWNER: DATE: \_\_\_\_\_ INITIAL: \_\_\_\_\_

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

Accessory Buildings/Additions/Decks/Patios/Porches/Driveway Changes/ Pools/Window and Door replacements

**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 b 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, 3:30P.M., BCA office.
2. Applications must be submitted no later than the Monday eight (8) days prior to the meeting date.

**III. 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 change or addition so that the appearance of the neighborhood remains consistent.
2. **Completeness and Accuracy Required:** Submittals prepared for consideration by the ARB must be complete and accurate. When appropriate a survey or other drawing showing the house and the proposed improvement on the lot, with dimensions to the property lines. If the improvement is an addition, provide elevations of the house with the addition. See "Sample Plot Plan for House Addition, Porch or Deck." All requested information on the application forms must be furnished. **Samples may not be substituted as required drawings they are for illustration purposes only.**
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.
4. **Changes:** Deviations from the proposed/approved submittal **MUST** be resubmitted in accordance with the above.
5. **Required Submittals:** Survey or other drawing 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 vinyl siding and all windows and doors, is required. In addition identifying the location on the home for the windows and door replacements is required.

**IV. Homeowner Responsibilities:**

1. **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.
2. ***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.***

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

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

# **Brandermill Community Association**

## **Architectural Review Board**

### **Home Improvement Application Check List**

**Accessory Building(s):** Includes Sheds, Arbors, Trellises, Gazebos etc..

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Scale drawings showing building size, height, roof slope, windows, doors and all other exterior fixtures such as steps or ramps.
4. All color(s), with sample, for each element of structure, siding, trim, etc.
5. Material(s) to be used, ie wood, vinyl, etc., including windows, and roof if appropriate.
6. For sheds, all elements (roof and siding material color and orientation) should match the house.

# **Brandermill Community Association**

## **Architectural Review Board**

### **Home Improvement Application Check List**

#### **Additions and/or Modifications to existing Structure:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Site plan showing addition location, distance to property lines and trees if any to be removed, show changes in landscaping, if any.
4. Floor plans drawn to scale (recommend 1/4" = 1'0").
5. Exterior elevations including existing house drawn to scale.
6. All color(s)/finish materials, with sample, for each element of structure, siding, trim, etc.
7. Material(s) to be used, ie wood, vinyl, etc., including windows, and roof if appropriate.

# **Brandermill Community Association**

## **Architectural Review Board**

### **Home Improvement Application Check List**

#### **Decks/Porches/Patios/Screened Porches:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Proposed location of addition/modification, clearly marked on plat and drawn to scale.
4. Drawings to include front, side and rear elevations.
5. All materials to be used, ie, pressure treated wood, trex wood, stamped concrete, etc.
6. All colors to be used, provide samples.
7. For decks - scale drawings on plat accurately showing deck, size, height above ground, steps, and railing style. If area under deck is to be screened, indicate material to be used.

# **Brandermill Community Association**

## **Architectural Review Board**

### **Home Improvement Application Check List**

#### **Driveway Modifications:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Site Plan showing house location, current footprint of driveway and proposed change to footprint clearly marked and shown on plat/site plan.
4. Location of any trees that may need to be removed.
5. Type of material to be used (asphalt, concrete, aggregate, gravel, etc.).

# **Brandermill Community Association**

## **Architectural Review Board**

### **Home Improvement Application Check List**

#### **Pools (above & sunken), Spas, Hot Tubs:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Site plan showing addition location, distance to property lines and trees if any to be removed, show changes in landscaping, if any.
4. Plan of improvement (Pool/Spa, etc..) drawn to scale.
5. All exterior elevations of structures, drawn to scale.
6. Description of fencing to be used (see fence checklist).
7. Location of any trees that may need to be removed.
8. Type of finished material to be used if appropriate.



# **Brandermill Community Association**

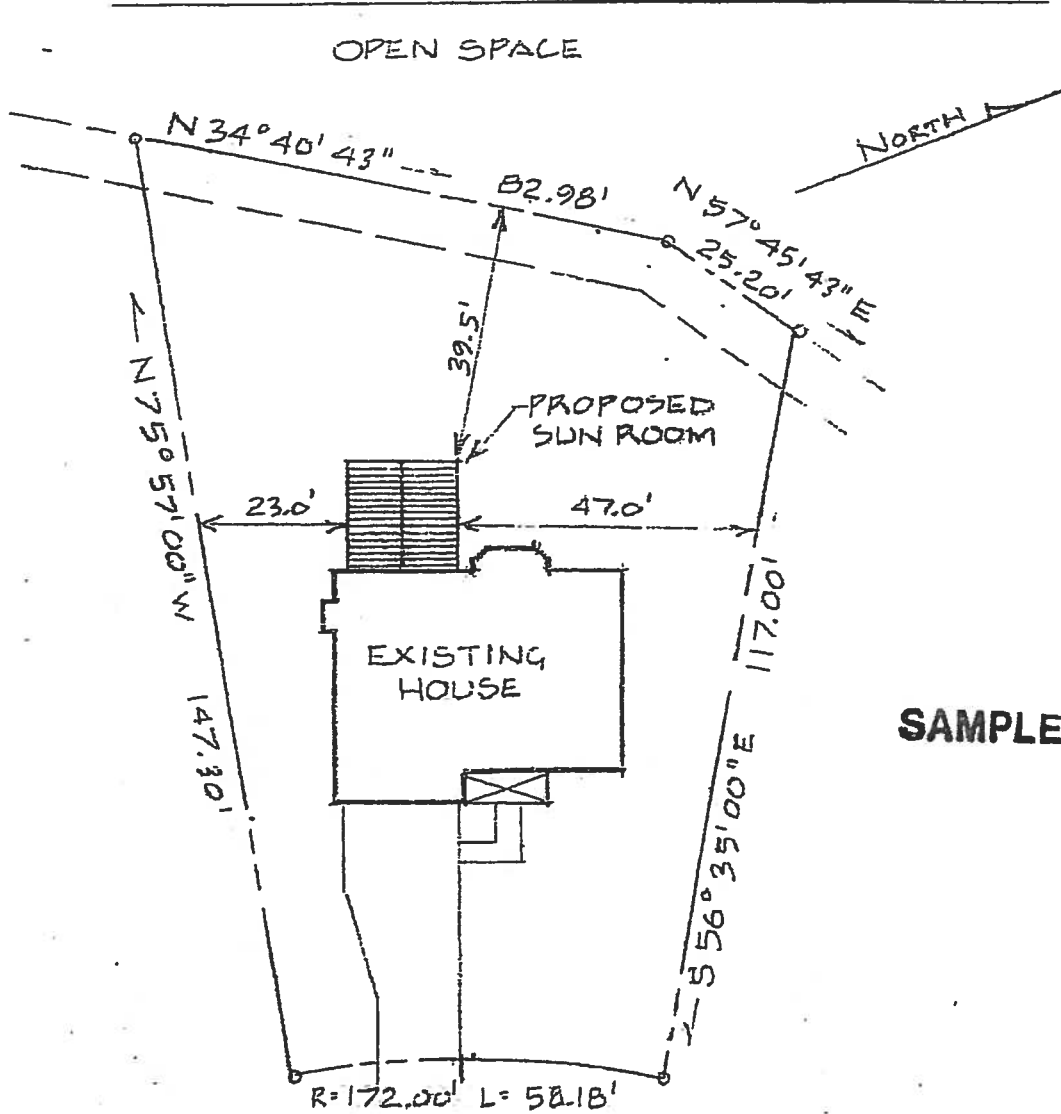
## **Architectural Review Board**

### **Home Improvement Application Check List**

#### **Windows/Doors/Awnings:**

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Location on home, ie front door, garage door, etc.
4. Material to be used, ie wood, vinyl, etc.
5. Color, with sample, including manufacture cut sheet/brochure.

SAMPLE



SAMPLE

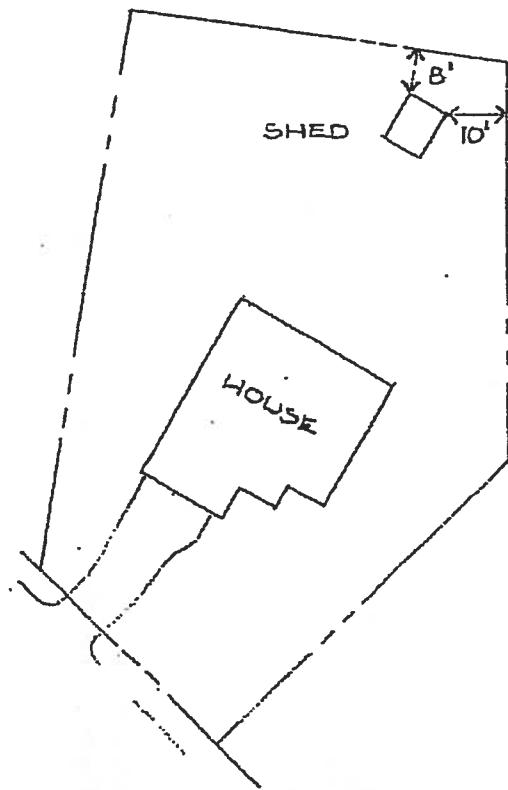
NEIGHBORHOOD ROAD

40' R.O.W.

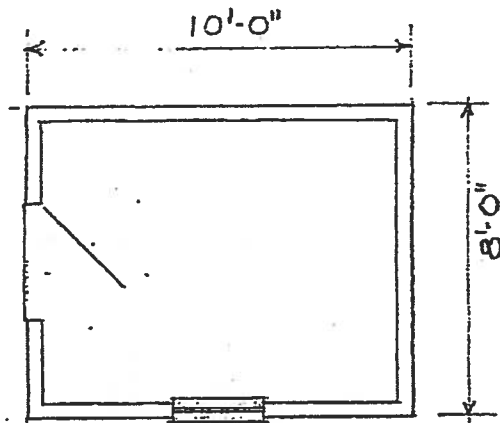
SCALE  $1" = 30'$

**SAMPLE PLOT. (SITE) PLAN FOR A HOUSE ADDITION, PORCH OR DECK**

Note: This should be a scale drawing drawn accurately from a property survey or plat drawing. The house and addition should be drawn to scale and shown graphically in the proper location in relation to the house and on the lot. Show the minimum distances from each side of the addition to the property line.



PLAN OF LOT

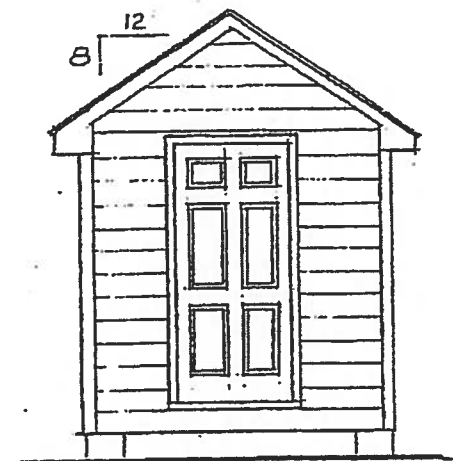


FLOOR PLAN

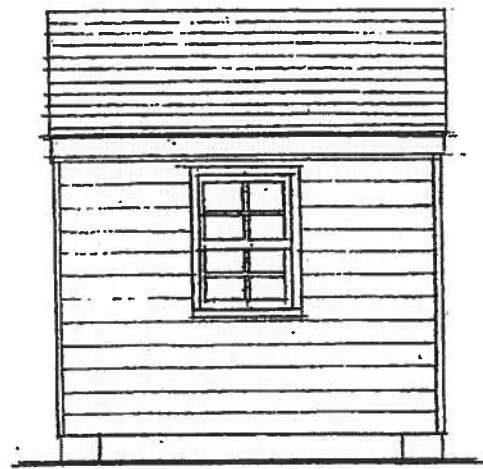
NOTE: SIDING, STYLE AND ORIENTATION, SHINGLES AND COLORS TO MATCH HOUSE

DOOR, WINDOWS AND TRIM TO BE SIMILAR IN STYLE TO HOUSE.

SAMPLE



END ELEVATION

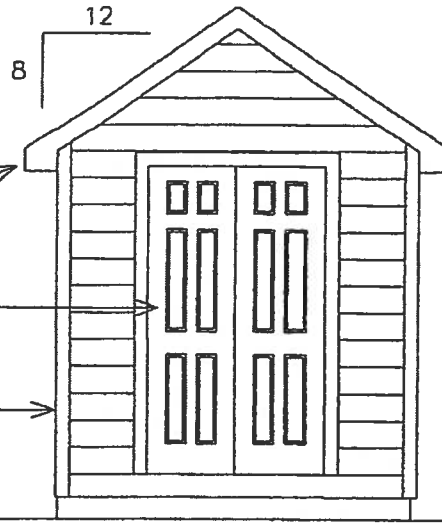


SIDE ELEVATION

### SAMPLE DRAWINGS FOR AN ACCESSORY BUILDING

Note: These should be scale drawings accurately showing the building size, height, roof slope, windows, doors, materials and other exterior features such as steps. Indicate whether the building will be built on a permanent foundation, constructed on piers, or set on timbers, blocks, or other non-permanent supports. The plan of the lot should be a scale drawing drawn accurately from a property survey or plat drawing. The existing house and the proposed accessory building should be shown graphically in the proper location on the lot. Show the minimum distances from the accessory building to the nearest two property lines. If you intend to remove any trees in order to construct or place this building, note these on the plan.

MINIMUM ROOF SLOPE (ANGLE)



EAVE (OVERHANG) SIMILAR TO HOUSE EAVE BUT SMALLER (PROPORTIONATELY)

DOORS SIMILAR TO HOUSE DOORS - MATCH COLOR

CORNER BOARDS MATCH HOUSE

**SAMPLE**

FRONT VIEW

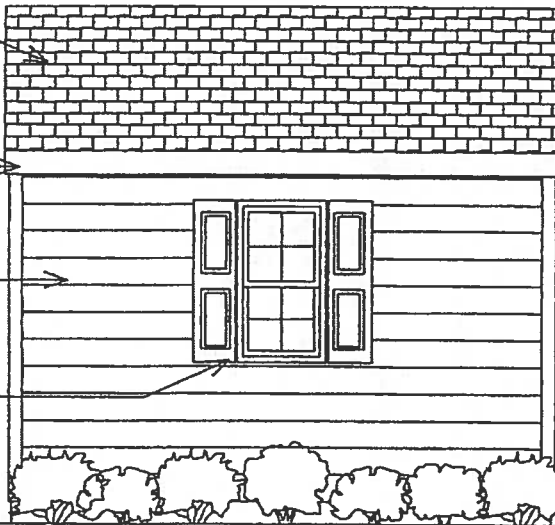
ROOF SHINGLES - MATCH HOUSE IN STYLE AND COLOR

FASCIA AND TRIM - MATCH HOUSE IN STYLE AND COLOR

SIDING - MATCH HOUSE SIDING IN STYLE, WIDTH AND COLOR

WINDOW - SIMILAR TO HOUSE WINDOWS - MATCH COLORS

BASE - EITHER MATCH HOUSE FOUNDATION OR SIT ON FLAT, LEVEL SUPPORTS. IF AREA UNDER SHED IS EXPOSED, PROVIDE CLOSURE WITH LATTICE OR LANDSCAPING

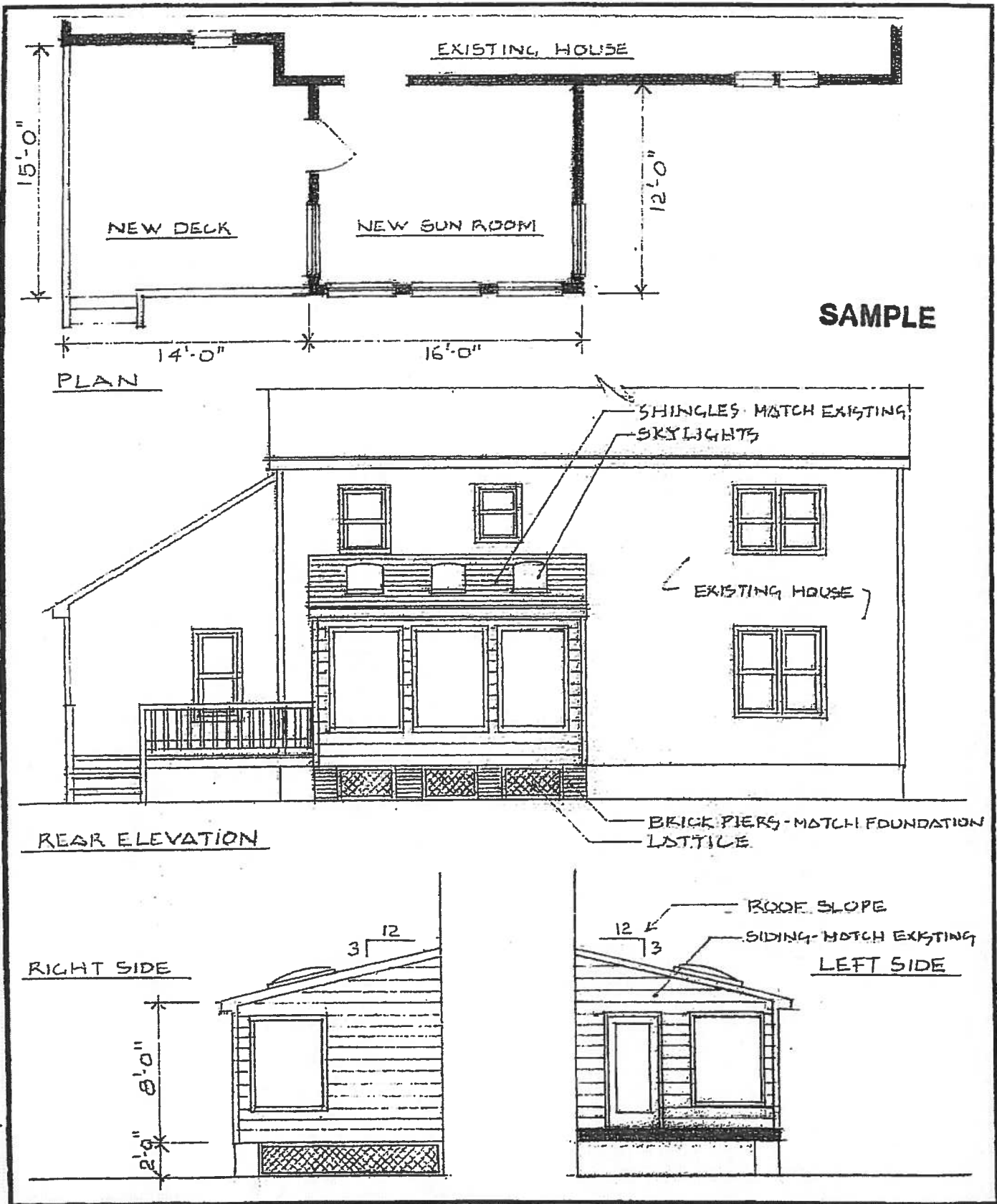


SIDE VIEW

TYPICAL SMALL SHED (8' X 12')

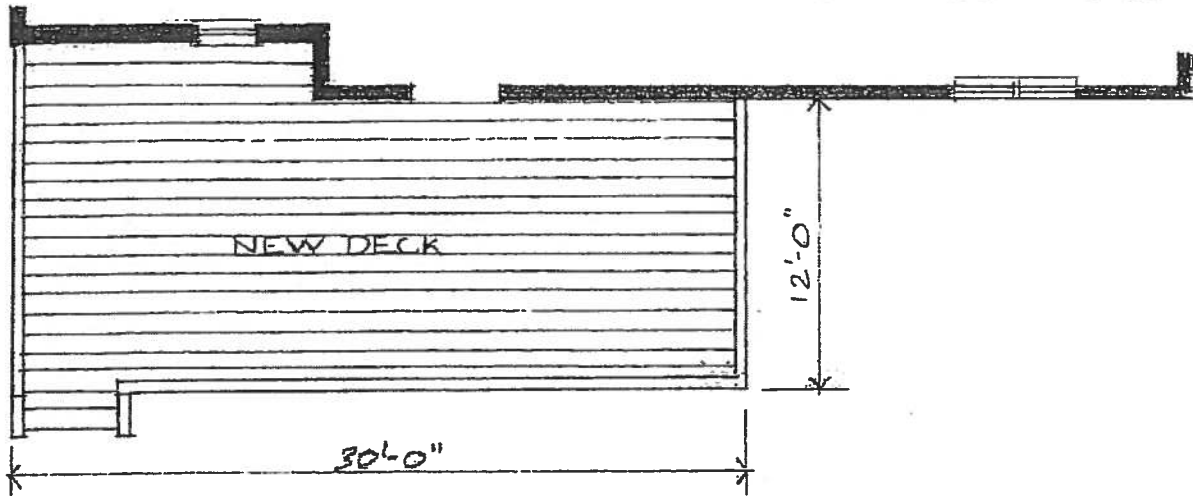
SCALE: 1/4" = 1'-0"

NOTE: THIS DESIGN IS INTENDED TO ILLUSTRATE THE DESIGN STANDARDS REQUIREMENTS FOR SHEDS. YOUR APPEARANCE REQUIREMENTS MAY VARY FROM THIS ILLUSTRATION BASED ON THE DESIGN AND MATERIALS OF YOUR HOUSE.

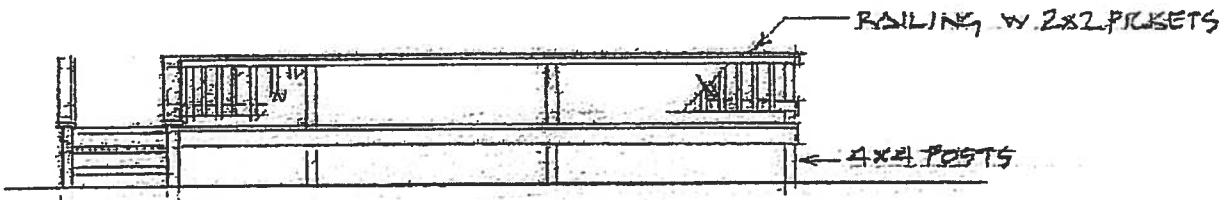


### SAMPLE DRAWINGS FOR AN ADDITION

Note: These should be scale drawings accurately showing the addition size, height, roof slope, windows, doors, materials and other exterior features such as steps and decks. Drawings for additions must show the portion of the house to which the addition is attached, including existing house windows, doors, roof, chimney, and any other features that will remain after the addition is built.

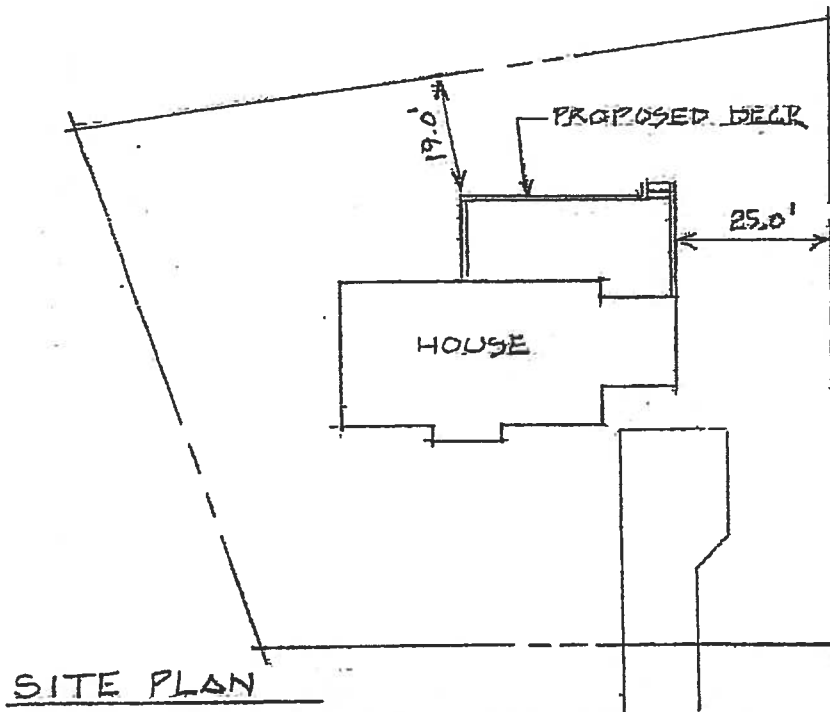


PLAN



ELEVATION

**SAMPLE**



SITE PLAN

### **SAMPLE DRAWINGS FOR A DECK**

Note: These should be scale drawings accurately showing the deck size, height above the ground, steps, railing style, and materials. Indicate whether the deck be built on brick piers or wood timbers. The site plan should accurately show the lot size and shape, the deck location on the house and distances to nearest property lines.