



## Architectural Checklist and Review Application

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

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Checklist for Submittal:

1. \_\_\_\_\_ Architectural Review Form
2. \_\_\_\_\_ \$200 plan review fee due at submittal (Lot Owners who commence construction without an approval from the ARC will be assessed a fine of \$300 in addition to the \$200 plan check fee.)
3. \_\_\_\_\_ Building Plans (PDF form submitted online)
4. \_\_\_\_\_ 4 Elevations (front, back and both sides)
5. \_\_\_\_\_ Site Plan including:
  - \_\_\_\_\_ Finish floor elevation with square footages
  - \_\_\_\_\_ Building location showing all setbacks
  - \_\_\_\_\_ Easements
6. \_\_\_\_\_ Exterior Colors and Exterior Material
  - \_\_\_\_\_ Main House Color
  - \_\_\_\_\_ Trim Color
  - \_\_\_\_\_ Soffit and Fascia Color
  - \_\_\_\_\_ Brick Color

NOTE: Any change of exterior colors or material must be approved before application to house.  
No similar colors allowed on adjacent homes.

### Plan Information to be filled in:

**Square Feet:** Main Floor: \_\_\_\_\_ Second Floor: \_\_\_\_\_ Garage: \_\_\_\_\_  
Total Finished Square Feet: \_\_\_\_\_

**Building Height:** \_\_\_\_\_

**Actual Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_  
Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

**Driveway Setback:** (minimum of 30ft. from road) \_\_\_\_\_

**Driveway Hardscape:** (concrete, asphalt, pavers) \_\_\_\_\_

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Office Use Only

Plan Review Fee Paid \_\_\_\_\_

ACH/Check # \_\_\_\_\_

1st Time Plan Review \_\_\_\_\_

Repeat Review \_\_\_\_\_

Please submit your plans to **Balanced Books Community Solutions**

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