SYRINGA SPRINGS

APPROVAL PROCEDURES FOR ARCHITECTURAL DESIGN COMMITTEE ("ADC") REVIEW

OVERVIEW:

A. The Owner/Builder should review and become familiar with the Architectural Design Guidelines ("ADGs") of Syringa Springs, which detail the required elements for construction within the community. Each dwelling will have compatible design elements with the goals of the Syringa Springs ADGs.

B. Owner/Builder is responsible to submit to ADC two (2) sets of architectural review documents as outlined on the following pages.

C. Owner/Builder is responsible to submit a completed and signed Submittal Application & Submittal Checklist.

D. Notice of action taken by the ADC will be mailed to applicants as soon as possible, but no later than fourteen (14) days from the date of receipt of the complete application.

ITEMS TO REMEMBER:

A. Construction approval is valid for ninety (90) days. If construction has not begun within this time frame, a new application must be submitted and will be subject to new review.

B. All proposed exterior construction and finished landscaping on the building site must be completed within twelve (12) months from the date construction began, or as soon as weather permits thereafter.

C. The ADC assumes no liability for encroachments into platted setbacks or onto easements of neighboring property. Be sure to check the plat of your building site and property lines to avoid encroachment and trespass.

D. The ADC assumes no liability for injury or damages due to construction techniques and/or the structural soundness of any improvement on a building site.

ARCHITECTURAL REVIEW SUBMITTAL APPLICATION

Date Received: _____ By: _____
Property Owner(s): _____
Owner Address: _____
City: _____ State: _____ Zip Code: _____
Owner Contact Info: Ph: _____ Fax: _____
Cell: _____ Email: _____

Architect / Designer: _____
Contact Name: _____
Ph: _____ Fax: _____
Cell: _____ Email: _____

Contractor / Builder: _____
Contact Name: _____
Ph: _____ Fax: _____
Cell: _____ Email: _____

Lot #: _____ Block #: _____ PHASE: _____

Architectural Style of Dwelling: _____

BUILDING INFORMATION:

Total Building Area: _____

Main Level Area: _____

Upper Level Area: _____

Garage Area: _____

Total Finished Area: _____

Total Unfinished Area: _____

Building Height: _____

Estimated Construction Start Date: _____

Estimated Construction Completion Date: _____

SIGNATURES:

(Legal Property Owner's, Builder, and Architect/Designer signature(s) are required)

	Printed Name	**Signature**	**Date**
Owner(s)	_____	_____	_____
	_____	_____	_____
Builder	_____	_____	_____
Architect/Designer	_____	_____	_____

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ARCHITECTURAL REVIEW SUBMITTAL CHECKLIST

The following is a list of items that must be included with this submittal, all of which will be considered by the Syringa Springs ADC prior to approval of any proposed construction.

Each item below must be **INITIALED** to indicate that the item has been addressed on the drawings included with this submittal. Please include this checklist with your completed submittal package.

The minimum requirements to be included are as follows.

PRELIMINARY REVIEW CHECKLIST

A. Architectural Guidelines Checklist (See Attached)

___ Included

B. Site Plan

___ Minimum scale: 1/4" = l'-0" (All submittals **must** also include an 8 ½" x 11" site plan

___ Building location (house, garage, outbuilding)

___ Property lines and dimensions

___ Driveway, parking, walks, patios, decks and service yards (indicate materials)

___ Privacy screening, fences (show location and material description)

___ North arrow

___ Setbacks and easements

___ Location of utility services, meters, air conditioning units

___ Lot and Block Numbers, names of adjacent streets

C. Floor Plan(s)

___ Minimum scale: 1/4" = l'-0"

___ Door and window openings

___ Exterior and interior walls, room names

___ Stairways

___ Decks, porches and patios

___ Foundation Plan

___ Location of heating and cooling system(s)

D. Building Elevations (Drawings **must** indicate elevations of building components)

___ Scale is to equal floor plans - showing all building features on all elevations.

___ Roofs - note materials (indicate if materials or direction of application are a feature of the design)

___ Exterior finish materials (graphically show and note all material types)

___ Chimney chases (graphically show and note materials, graphically show type of chimney cap proposed)

___ Door and window openings and size

___ Trim - graphically show and note type and size of trim at windows, doors, comers, etc.

___ Railings, decks, privacy screens, fences - indicate relationship to composition of house, note materials.

ADDITIONAL ITEMS REQUIRED FOR FINAL ARCHITECTURAL REVIEW

A. Site Plan

___ Outdoor lighting locations (size and type of fixtures)

___ Location of buildings and other improvements (patios, decks, privacy screen, etc.) all adjacent streets

B. Floor Plan

___ Exterior Lights (locations, styles, and mounting heights)

___ Electric and gas meter locations

___ Trash receptacles (locations - how they are screened and accessed)

___ Show locations for all plumbing vents

___ Show locations and indicate materials for all railings, privacy screens and fences

C. Building Sections

___ Minimum scale: 1/4" = 1'-0"

___ Minimum of two building sections should be provided

___ Exterior and interior walls, room names

___ Relationship of foundation height to top of curb at center mark between side lot lines.

D. Miscellaneous

___ Note all exterior materials and finishes (e.g., stucco, stone, brick) on these drawings

___ One copy of the approved front elevations at 1/8" scale shall be submitted.

LANDSCAPE PLAN & PAINT SCHEME REVIEW REQUIREMENTS
(To be submitted prior to installation):

A. Site Plan (including the following minimum requirements)

___ Minimum scale: 1" = 20'-0"

___ Planter areas indicated describing type of surfacing material (bark, soil aid, gravel, etc.)

___ Show planting materials, size at time of planting, species

___ Show mature canopy of trees indicating caliper size at planting

___ Show screening of mechanical units and meters

___ Show privacy berms (include height above adjacent grade)

___ Show planting to soften fencing and privacy screens

___ Show location and style of all landscape lighting

___ Show the location, size, and layout of all water features or other landscape amenities (decks, patios, gazebos, etc.)

B. Exterior Paint Scheme Requirements

___ Prior to application, a paint schematic for the dwelling is to be submitted to ADC for approval

SIGNATURES:

(Legal Property Owner's, Builder, and Architect/Designer signature(s) are required)

	Printed Name	**Signature**	**Date**
Owner(s)	_____	_____	_____
	_____	_____	_____
Builder	_____	_____	_____
Architect/Designer	_____	_____	_____