

MILL CREEK SOUTH

ARCHITECTURAL REVIEW APPLICATION

(NOTE!!! Please allow 30 days for application review and response.)

New Application _____
Revised Application _____

BOARD USE:
Application Number _____
Date Received _____

Homeowner
Address
Lot Number

Home Phone
Work Phone
Email Address

Type of Work Proposed (Check all that apply.)

<input type="checkbox"/> Fencing	<input type="checkbox"/> New window(s)
<input type="checkbox"/> Porch	<input type="checkbox"/> New gutters and leaders
<input type="checkbox"/> Shutters	<input type="checkbox"/> Staining exterior
<input type="checkbox"/> Shed	<input type="checkbox"/> Repainting trim
<input type="checkbox"/> Dormer	<input type="checkbox"/> Modification to existing structure
<input type="checkbox"/> Skylight	<input type="checkbox"/> Addition to existing structure
<input type="checkbox"/> Chimney	<input type="checkbox"/> Permanent site work (walls, drives, athletic equipment, flagpoles, etc.)
<input type="checkbox"/> Garage	<input type="checkbox"/> Exterior installing of mechanical/electrical equipment, tanks, etc.
<input type="checkbox"/> New Door(s)	<input type="checkbox"/> Other (Explain on page 3.)

Please review the Architectural Review Guidelines at www.millcreeksouth.org before preparing your application.

Application Requirements

1. Plat Plan. We need a copy of your plat plan at a scale of 1 inch = 20 or 30 feet, showing exact location of project with respect to house, trees, and other structures.

- Show distances to property lines, utility lines, and easements. Show any changes to site contours.
- If project includes new or relocated fences, retaining walls, driveways or walkways, show these on plat plan.
- Plat plan not needed when changing or adding windows, doors, shingles, siding, or skylights.

2. Additions and Free-Standing Structures. Required drawings for building additions and free-standing structures (including prefabricated sheds) include: exterior elevations, floor and roof plan, at the scale of 1/4 inch = 1 foot or 1/8 inch = 1 foot.

- Elevations for all new or altered sides of the structure must show window and door placement, window and door style and trim, eaves and overhangs, corner boards, roof style and pitch, and finish materials (e.g. cedar siding, Hardiplank, brick facing on exposed foundation).
- Drawing must be labeled with all dimensions (e.g. window height and width, length and height of exterior walls). See Sample Drawings at www.millcreeksouth.org for guidance. The floor plan, roof plan, and elevations for an addition must show how the addition connects to existing house.

3. Decks. Required drawings for decks include: Floor plan and at least two elevations, showing railings, skirting, posts, steps, gates, pergolas, or other elements, at scale of 1/4 inch = 1 foot.

4. Fences and Walls. Required drawings for fences and walls, including retaining walls: A drawing at 1/4 inch = 1 foot, showing the dimensions, style and materials of the fence or wall and including gates, gate posts, and corner posts.

5. Additional Submissions. We encourage submission of photos, manufacturer's literature, and sample of materials to assist in describing the project. In addition to the required drawings, you may submit photos, manufacturer's literature and sample of materials to assist in describing the project.

6. Written Description. Write a brief description of the project on page 3, including information, such as stain and paint colors, paving materials, etc.

7. Miscellaneous Questions.

Yes No Will trees larger than 3-inch caliper be affected or removed? If yes, show on plat plan.

Yes No Will digging or excavation be involved? If yes, call Ms. Utility at 1.800.552.7001.

Yes No Will storm water systems be affected? If yes, attach description of proposed methods to minimize the impact.

Yes No Will soils be moved? If yes, attach description of proposed methods to minimize impact.

Yes No Is county building permit required? Call 434.296.5832 to find out.

Yes No Will contractor be used? If yes, provide name, address, and phone below:

Please send application and supporting materials to:
Dell Erwin, 1721 Arrow Wood Drive - dellerwin@gmail.com - 245.5891
***** Please keep a copy of materials sent for your records! *****

Space Below for Architectural Review Committee Use ONLY

____ Approved ____ Rejected ____ Approved as noted ____ Revise and Resubmit

Remarks and Comments:

Committee Signature _____ Date _____
Committee Signature _____ Date _____
Committee Signature _____ Date _____

Contact Dell Erwin at dellerwin@gmail.com or 245.5891 for final inspection.

Remarks and Comments

Reviewer _____ Date _____

WRITTEN DESCRIPTION

Please review the Architectural Review Guidelines at www.millcreeksouth.org before writing your description. Include stain and paint colors for all projects.

