MILL CREEK SOUTH

ARCHITECTURAL REVIEW APPLICATION

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

	BOARD USE:		
New Application	Application Number		
Revised Applicatio	n Date Received		
Homeowner:	Home Phone:		
	Work Phone:		
Email Address:	Lot Number:		
	Type of Work Proposed (Check all that apply.)		
☐ Fencing ☐ Porch ☐ Shutters ☐ Shed ☐ Dormer ☐ Skylight ☐ Chimney ☐ Garage ☐ New Door(s)	 New window(s) New gutters and leaders Staining exterior Repainting trim Modification to existing structure Addition to existing structure Permanent site work (walls, drives, athletic equipment, flagpoles, etc.) Exterior installing of mechanical/electrical equipment, tanks, etc. Other (Explain on page 3) 		
Please revi	ew 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.
- <u>3. Decks</u>. 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 I/4 inch = 1 foot, showing the dimensions, style and materials of the fence or wall and including gates, gate posts, and corner posts.

<u>5.Additional Submissions</u>. 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.

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

7. Miscellaneous Questions.

es No Will trees larger than 3-inch caliper be affected or removed? If yes, show on places No Will digging or excavation be involved? If yes, call Ms. Utility at 1.800.552.7001 is No Will storm water systems be affected? If yes, attach description of proposed meto minimize the impact.	
es \square No \square Will soils be moved? If yes, attach description of proposed methods to minimize	imnact
es \square No \square Is county building permit required? Call 434.296.5832 to find out.	ппрасс.
es No Will contractor be used? If yes, provide name, address, and phone below:	
Please send application and supporting materials to:	
Architectural Review Committee, Mill Creek South	
P.O. Box 1283, Charlottesville, VA 22902	
arc@millcreeksouth.org	

*** Please keep a copy of materials sent for your records! ***

Spa	ice Below for A	rchitectural Review Con	nmittee Use ONLY
Approved	Rejected	Approved as noted	Revise and Resubmit
Remarks and Comm	ents:		
Comments of Circumstance		Data	
Committee Signature			
Contact Architectu	ral Review Com	mittee at <u>arc@millcreeks</u>	outh.org for final inspection.
Remarks and Comm	ents		
-			
Reviewer		Date	
			Page 2 of 4

WRITTEN DESCRIPTION

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

DRAWING OF PROJECT

(Scale I/4 inch = 1 foot or I/8 inch = 1 foot)

