



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.

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) _____

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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