



Architectural Review Application

New Construction

November 2018

Date: _____

PROPERTY OWNER:

Name: _____

Address: _____

Phone: _____

Email: _____

ARCHITECT:

Name: _____

Address: _____

Phone: _____

CONTRACTOR:

Name: _____

Address: _____

Phone: _____

Email: _____

Phase: _____

Lot: _____

Street address: _____

Price (Estimated): _____

SUBMISSION PACKAGE MUST INCLUDE

_____ **BUILDER INFORMATION—IF NOT PREVIOUSLY APPROVED**

_____ **BANK LETTER OF COMMITMENT—1ST TIME BUILDER**

_____ **ELECTRONIC COPY OF ALL PLANS**

_____ Building plans with elevations

_____ Site plans with grading, drainage, AC, driveway, sidewalks, decks and
lamp post placement - detail plus existing and proposed elevations

_____ Landscape plans with detail

_____ Exterior materials & color matrix (attached) with high resolution photos

Renee Jeffries
1st American Management Co., Inc. AMO
3408 Enterprise Avenue
Valparaiso, IN 463834

RENEE JEFFRIES rjeffries@1stpropertymanagers.com
CHRIS JONES cjones@powerconstruction.net
ALEC MILLER amiller@rfclaw.com

ARCHITECTURAL REVIEW FEE

An Architectural Review Fee is to be paid when application is submitted. For homes under 5,000 sq. ft. the fee is \$700. A resubmittal fee for homes that require a second round of review by the HOA architect will be \$350. All fees payable to Sand Creek Homeowners Association.

If additional reviews or submissions are required, additional fees may be imposed.

For homes over 5,000 sq. ft. the fee is an additional \$100 for every 1,000 extra square feet.
Mail check to:

1st American Management Company, Inc.
Attn: Renee Jeffries,
3408 Enterprise Avenue
Valparaiso, IN 46383

Square Footage:

1st Floor _____

2nd Floor _____

**All homes shall have a minimum of 2,600 square footage of living space, excluding attics, patios, porches, garage, breezeway, basements and other similar improvements.*

I have received and thoroughly reviewed a copy of the Design Review Guideline, Construction Rules & Regulations, and Covenants and Restrictions.

Owner/Agent: _____

Company: _____

Signature: _____

Date: _____

Note: You may not proceed with any site work or improvements without the written approval of the Architectural Review Committee. In the event the Architectural Review Committee does not indicate in writing its approval or disapproval of plans submitted for its review within a period of fifteen (15) business days after submission, the Architectural Review committee shall be deemed to have disapproved such plans.

EXTERIOR MATERIAL & COLOR MATRIX

Item:	Type:	Manufacturer:	Product:	Color:
Horizontal Siding				
Vertical Siding				
Shake Siding				
Other Siding				
Stone				
Brick				
Windows				
Door & Window Trim				
Shutters				
Fascia				
Louvers				
Soffit				
Gutters & Downspouts				
Roofing / Shingles				
Columns				
Railing				
Garage Door				
Front Door				
Exterior Light Fixtures				
Other				

Provide all information for each different exterior material proposed; add lines as required. Provide full color digital photograph of each material. One full color exterior rendering of the whole house is strongly encouraged.

CHECKLIST FOR BUILDING PROCESS

_____ ARCHITECTURAL PLANS MUST BE APPROVED PRIOR TO COMMENCING CONSTRUCTION.

_____ SECURITY DEPOSIT of \$5,000 to SAND CREEK HOMEOWNERS ASSOCIATION.

_____ AS-BUILT SURVEY POST FOOTING PLACEMENT

****THIS MUST BE COMPLETE & SUBMITTED PRIOR TO FRAMING***

_____ AS-BUILT SURVEY POST FINAL GRADING

****THIS MUST BE COMPLETE & SUBMITTED PRIOR TO LANDSCAPING***

_____ APPROVAL REQUIRED AFTER LANDSCAPING IS COMPLETED

_____ VERIFICATION OF SUMP PUMP DISCHARGE

_____ FINAL INSPECTION PRIOR TO ISSUING OCCUPANCY PERMIT

****** This checklist is not intended to be comprehensive or all-inclusive, but rather only outlines of some of the provisions in the Construction Rules and Design Guidelines. Builders must follow the latest Construction Rules and Design Guidelines. If you have any questions, please contact a member of the NCC or Renee Jeffries at 1st American.***