



**Architectural Review Application**

**New Construction**

January 17, 2022

**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—1<sup>ST</sup> 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

**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:

1<sup>st</sup> Floor \_\_\_\_\_

2<sup>nd</sup> 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**

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

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 1<sup>st</sup> American.***