

Appendix A
New Construction/Renovation
Architectural Control Committee (ACC) Submittal Form

Property Owner _____

Property Address _____ Lot # _____

Owner's Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Builder/Contractor _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Purpose of Submittal: _____

New Construction _____ Addition _____ Fence _____ Pool _____ Other _____

If new construction, has this design already been built in Carshalton? _____

e.g. Change house, trim, roof color, install additional hardscape such as a patio

Please describe "Other" _____

If applicable to intended work, please provide the following:

Roof:

Manufacturer _____ Style _____ Color _____

Sample, brochure or web link provided _____

Primary Siding:

Manufacturer _____ Style _____ Color _____

Sample, brochure or web link provided _____

Will accents such as board and batten, stucco, shakes or siding shingles be used? _____

Manufacturer _____ Style _____ Color _____

Manufacturer _____ Style _____ Color _____

Sample, brochure or web link provided _____

Stone or Brick Accents:

Manufacturer _____ Style _____ Color _____

Sample, brochure or web link provided _____

Windows:

Manufacturer _____ Style _____ Color _____

Sample, brochure or web link provided _____

Front Entry Door:

Manufacturer _____ Style _____ Material/Color _____

Sample, brochure or web link provided _____

Garage Doors:

Manufacturer _____ Style _____ Material/Color _____

Sample, brochure or web link provided _____

Paint Colors:

Main Body Color _____ Manufacturer _____

Paint number _____ Sheen _____

First Trim Color _____ Manufacturer _____

Paint number _____ Sheen _____

Second Trim Color _____ Manufacturer _____

Paint number _____ Sheen _____

Accent Color _____ Manufacturer _____

Paint number _____ Sheen _____

Garage Door Color _____ Manufacturer _____

Paint number _____ Sheen _____

Please provide manufacturer samples for each of the above colors.

Fence:

Style _____ Materials _____ Height _____ Color _____

Sample, brochure or web link provided _____

Pool:

Provide a drawing of the plan on the property, including new landscaping being installed. Please complete the "Fence" section above as part of the submittal.

Other:

Please provide on an attached page a description of the work to be done with supporting samples, manufacturer, web link, etc.

For new construction, please provide with your submittal two sets of scale plans that include floor plans for all levels as well as all elevations. A landscape plan must be submitted prior to approval. Only a complete submittal can be considered for approval. The ACC, if requested, may provide non-binding guidance to a builder or property owner for construction being considered. Please understand the ACC will review your submittal as quickly as possible, but allow up to 30 days. The builder or owner should not start construction until final approval is provided. The ACC may at its discretion request our architect to review your submittal for conformity to neighborhood standards. There will be a \$300 fee for this review, which is paid with your submittal.

NOTE: Only a complete submittal can be considered for approval.

For new construction, please provide with your submittal two sets of scale plans that include:

A dimensioned Site Plan indicating:

- property lines, setbacks and easements
- Lake Lyman boundary if waterfront lot
- dimensions from building edges to property setback lines
- Driveways, sidewalks, walkways
- Swimming pools, decks, patios
- Existing tree locations and sizes 6" caliper and greater
- intended stormwater drainage route
- Fences and/or walls
- Mechanical equipment location

Floor plans for all levels indicating:

- all exterior building dimensions
- location of all doors and windows

4 Building Elevations indicating:

- all exterior materials
- dimension from grade to top of highest roof element

Security Deposit

A \$1500 security deposit is required at the time of plan submittal. The deposit will be used to restore public and common areas back to original conditions before construction or to pay fines levied during construction. For example, the deposit will be used to correct any damage to roads, curbs, sidewalks, and, utilities caused during construction or to pay fines, The security deposit may also be used to clean excessive dirt from the roads and pick up litter. A \$50 administrative fee will be added if any restorative work must be done. Unused deposit money will be returned to the property owner.

Property owner signature

Builder signature

FOR OFFICE USE ONLY

Received by the ACC _____

ACC Comments: _____

Approved____ Not Approved____

ACC Member _____ Date_____

ACC Member _____ Date_____

ACC Member _____ Date_____