

**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.

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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 \$200 administrative fee will be added if any restorative work must be done. Unused deposit money will be returned to the property owner. The person signing this document will provide a written request (email is OK) specifying where to send unused security deposit. Returns have a six (6) month time limit. The following guidelines must be met:

Any restorative work must be completed three (3) months after completion of house. If restorative work is more than \$1500.00, the contractor/lot owner must absorb the additional cost. If the ACC or Board has not received a written request to release the unused security deposit within six (6) months after the house has been completed and Certificate of Occupy has been issued, the remaining balance becomes the sole property of the Carshalton Homeowners Association.

\_\_\_\_\_  
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\_\_\_\_\_