APPROVAL PROCEDURES FOR ARCHITECTURAL DESIGN COMMITTEE ("ADC") REVIEW

OVERVIEW:
A. The Owner/Builder should review and become familiar with the Architectural Design Guidelines ("ADGs") of Syringa Springs, which detail the required elements for construction within the community. Each dwelling will have compatible design elements with the goals of the Syringa Springs ADGs.
B. Owner/Builder is responsible to submit to ADC two (2) sets of architectural review documents as outlined on the following pages.
C. Owner/Builder is responsible to submit a completed and signed Submittal Application & Submittal Checklist.
D. Notice of action taken by the ADC will be mailed to applicants as soon as possible, but no later than fourteen (14) days from the date of receipt of the complete application.

ITEMS TO REMEMBER:
A. Construction approval is valid for ninety (90) days. If construction has not begun within this time frame, a new application must be submitted and will be subject to new review.
B. All proposed exterior construction and finished landscaping on the building site must be completed within twelve (12) months from the date construction began, or as soon as weather permits thereafter.
C. The ADC assumes no liability for encroachments into platted setbacks or onto easements of neighboring property. Be sure to check the plat of your building site and property lines to avoid encroachment and trespass.
D. The ADC assumes no liability for injury or damages due to construction techniques and/or the structural soundness of any improvement on a building site.
ARCHITECTURAL REVIEW SUBMITTAL APPLICATION

Date Received: _____________________ By: _____________________________________

Property Owner(s): ___________________________________________________________

Owner Address: _______________________________________________________________

City: ________________ State: _______ Zip Code: ________

Owner Contact Info: Ph: _______________________ Fax: ________________________

Cell: _______________________ Email: _______________________

Architect / Designer: _________________________________________________________

Contact Name: ________________________________________________

Ph: _______________________ Fax: ________________________

Cell: _______________________ Email: _______________________

Contractor / Builder: _________________________________________________________

Contact Name: ________________________________________________

Ph: _______________________ Fax: ________________________

Cell: _______________________ Email: _______________________

Lot #: ______ Block #: ______ PHASE: ______

Architectural Style of Dwelling: _________________________________

BUILDING INFORMATION:

Total Building Area: __________________________

Main Level Area: __________________________

Upper Level Area: __________________________

Garage Area: _______________________________

Total Finished Area: _______________________

Total Unfinished Area: ______________________

Building Height: ___________________________

Estimated Construction Start Date: ____________

Estimated Construction Completion Date: ____________
SIGNATURES:
(Legal Property Owner's, Builder, and Architect/Designer signature(s) are required)

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SYRINGA SPRINGS

ARCHITECTURAL REVIEW SUBMITTAL CHECKLIST

The following is a list of items that must be included with this submittal, all of which will be considered by the Syringa Springs ADC prior to approval of any proposed construction.
Each item below must be **INITIALED** to indicate that the item has been addressed on the drawings included with this submittal. Please include this checklist with your completed submittal package.
The minimum requirements to be included are as follows.

PRELIMINARY REVIEW CHECKLIST

A. Architectural Guidelines Checklist (See Attached)
   ___ Included

B. Site Plan
   ___ Minimum scale: 1/4" = 1'-0" (All submittals **must** also include an 8 1/2” x 11” site plan
   ___ Building location (house, garage, outbuilding)
   ___ Property lines and dimensions
   ___ Driveway, parking, walks, patios, decks and service yards (indicate materials)
   ___ Privacy screening, fences (show location and material description)
   ___ North arrow
   ___ Setbacks and easements
   ___ Location of utility services, meters, air conditioning units
   ___ Lot and Block Numbers, names of adjacent streets

C. Floor Plan(s)
   ___ Minimum scale: 1/4" = 1'-0"
   ___ Door and window openings
   ___ Exterior and interior walls, room names
   ___ Stairways
   ___ Decks, porches and patios
   ___ Foundation Plan
   ___ Location of heating and cooling system(s)
D. Building Elevations (Drawings **must** indicate elevations of building components)
   ___ Scale is to equal floor plans - showing all building features on all elevations.
   ___ Roofs - note materials (indicate if materials or direction of application are a feature of the design)
   ___ Exterior finish materials (graphically show and note all material types)
   ___ Chimney chases (graphically show and note materials, graphically show type of chimney cap proposed)
   ___ Door and window openings and size
   ___ Trim - graphically show and note type and size of trim at windows, doors, corners, etc.
   ___ Railings, decks, privacy screens, fences - indicate relationship to composition of house, note materials.

**ADDITIONAL ITEMS REQUIRED FOR FINAL ARCHITECTURAL REVIEW**

A. Site Plan
   ___ Outdoor lighting locations (size and type of fixtures)
   ___ Location of buildings and other improvements (patios, decks, privacy screen, etc.)
      all adjacent streets

B. Floor Plan
   ___ Exterior Lights (locations, styles, and mounting heights)
   ___ Electric and gas meter locations
   ___ Trash receptacles (locations - how they are screened and accessed)
   ___ Show locations for all plumbing vents
   ___ Show locations and indicate materials for all railings, privacy screens and fences

C. Building Sections
   ___ Minimum scale: 1/4" = 1'-0"
   ___ Minimum of two building sections should be provided
   ___ Exterior and interior walls, room names
   ___ Relationship of foundation height to top of curb at center mark between side lot lines.
D. Miscellaneous
___ Note all exterior materials and finishes (e.g., stucco, stone, brick) on these drawings
___ One copy of the approved front elevations at 1/8" scale shall be submitted.

LANDSCAPE PLAN & PAINT SCHEME REVIEW REQUIREMENTS
(To be submitted prior to installation):

A. Site Plan (including the following minimum requirements)
___ Minimum scale: 1” = 20'-0"
___ Planter areas indicated describing type of surfacing material (bark, soil aid, gravel, etc.)
___ Show planting materials, size at time of planting, species
___ Show mature canopy of trees indicating caliper size at planting
___ Show screening of mechanical units and meters
___ Show privacy berms (include height above adjacent grade)
___ Show planting to soften fencing and privacy screens
___ Show location and style of all landscape lighting
___ Show the location, size, and layout of all water features or other landscape amenities (decks, patios, gazebos, etc.)

B. Exterior Paint Scheme Requirements
___ Prior to application, a paint schematic for the dwelling is to be submitted to ADC for approval

SIGNATURES:
(Legal Property Owner's, Builder, and Architect/Designer signature(s) are required)

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