

Architectural Review Committee Process

RE: The process from start to finish for submission and approval or disapproval of house plans

Sales person will talk in depth with the customer and/or builder and explain the vision of the community. The customer/builder will be given the protective covenants, design guidelines, and the opportunity to look through a packet of pre-approved house plans for the community. The customer will be required to sign a letter stating they have read and understand the documents reviewed. **Customers will be strongly advised to wait on construction loans and building permits until the ARC approves the house plans.**

Customers will be required to submit the following on 8 ½ x 11 sheets of paper:

- Front elevation of the house
- Floor plan
- Plot plan (to include well and septic locations if applicable)
- Landscape Plan
- ARC Requirements Spreadsheet (color selections, building materials, etc.)

The Architectural Review Committee will not review plans until all of the above are submitted.

The Architectural Review Committee will review the house plans each Thursday providing the weekly meeting is held. Upon review, the ARC will approve, approve with revisions, or disapprove the house plans. The ARC will fill out a standard letter stating any revisions, comments, or suggestions to the customer.

The customer will receive a phone call from a Landmark representative to inform them of the status of their house plans. The documents and drawings submitted as well as the letter from the ARC will be returned to the customer (via fax or customer pick up).

- **Plans Approved** – the customer will be ready to start the construction loan, building permit process, and build.
- **Plans Approved with revisions** – the customer will sign and return the letter of suggestions stating that they agree to comply with the required revisions.
- **Plans Disapproved** – the customer will be required to submit a new set of plans until they receive an approval from the ARC

If the customer's plans are approved with revisions or disapproved the members of the ARC will meet with the designated Landmark representative to explain the reasons for change. The Landmark representative will be responsible for communicating these revisions or changes to the customer. If the customer disagrees or is unwilling to compromise the customer will be granted the option of a prompt phone call or a meeting with the disapproving member(s) of the ARC. If the customer is still unwilling to make the necessary changes, Landmark will offer to buy back the lot.

Landmark strongly encourages house plan approval prior to closing on any lot.

ARCHITECTURAL REVIEW COMMITTEE
REQUIREMENTS

HOME REQUIREMENTS:

Veneer Square Footage: _____

Living Square Footage: _____

Number of Stories: 1 _____, 2 _____, 3 _____

Private Garage Size: 2 car _____, 3 car _____, 4 car _____, 5 car _____

Garage Entry: Front _____, Side _____, Back _____

Roof Pitch: _____ (Majority of Roof)

Roof Material: _____

Roof Color: Weather Wood _____, Other _____ (list color)

Exterior Material: Brick _____, Stone _____, Siding _____, Other _____ (list material type)

Exterior Paint Color: Paint colors should harmonize with the existing home-sites within the addition at all times. List Color _____

Exterior Chimney: Brick _____, Stone _____, Direct Vent (no chimney) _____, Other _____ (list)

Driveway: Concrete _____, Asphalt _____, Other _____ (list)

Mailboxes: Brick _____, Stone _____, Other _____ (list)

Total Electric: Yes _____ No _____

Gas/Propane: Yes _____ No _____

If yes, propane tanks must be screened or buried such that tanks cannot be seen from the street. Buried _____ or Screened _____

Culverts: Concrete construction on both ends. Yes _____ No _____

Exterior Antenna: Located to the rear of the residence and shall not be visible from the front of the property. Yes _____ No _____

Fencing: Yes _____ No _____ (Drawing required)

If yes, fence material to be used is: _____

Customer Signature

Date

ARCHITECTURAL REVIEW COMMITTEE
REQUIREMENTS

OUTBUILDING REQUIREMENTS:

Size or square footage: _____

Concrete foundation: Yes _____ No _____

Sidewalls Height: _____

Roof Pitch: _____ (Majority of Roof)

Roof Material: _____

Roof Color: Weather Wood _____, Other _____ (list color)

Exterior Material: Brick _____, Stone _____, Siding _____, Other _____ (list material type)

Exterior Paint Color: _____ (Should harmonize with existing colors of home / flashy colors will not be accepted)

Customer Signature

Date