

SHIPCARPENTER SQUARE
ARCHITECTURAL REVIEW
APPLICATION¹

OWNER: _____ APPLICANT: _____

ADDRESS: _____

PHONE:
() _____ - _____
() _____ - _____

EMAIL: _____

PROJECT DESCRIPTION:

APPLICATION CHECKLIST

GENERAL INFORMATION

- All plans must be legible and accurately scaled to show sufficient detail to properly evaluate the design.
- All plans must indicate the owner's name and the applicant's name, if not the owner.
- All plans must indicate the property address.
- Floor plans and elevations are to be prepared at the same scale.
- One set of full size plans and one set of 11" x 17" or 8 1/2" x 11" reduced copies in electronic form are required. All lettering and dimensions on the reduced copies must be legible.
- All plans must include the scale, north arrow, and name of person who prepared the plans.

Upon receipt of a complete application, the Architectural Review Committee will act as quickly as practicable to render a decision as to the viability of the proposed project.

¹ This application is to be submitted to the ARC pursuant to Section 6.2.1 of the Amended and Restated Declaration and Restrictions for Shipcarpenter Square (2014 Version).

SITE PLAN

- Show all existing and proposed improvements.
- Dimension proposed setbacks from property lines. Certification by a licensed surveyor or civil engineer may also be required.
- Indicate status of existing site/structures (i.e.: to be removed, unchanged, or to be renovated).
- Show all driveways, walkways, patios and other impervious surfaces.
- Show existing trees and large shrubs. Indicate any trees and other landscape elements to be removed.
- Show proposed landscaping elements including, but not limited to, plant materials, surfacing, pools, ponds, statuary, etc.
- Show all existing and proposed retaining walls and/or manufactured slopes.
- Show all site lighting including plant and tree illumination.

BUILDING PLANS

- Show existing floor plans, if applicable.
- Show proposed floor plans with dimensions.
- Show door and window locations.
- Label rooms and stairs.
- Indicate all finish floor elevations and floor level changes.
- Show all building elevations.
- Identify all exterior building materials, and finishes.
- Dimension height to highest element of roof as measured from finished grade.
- Identify roof slope.
- Provide minimum of one fully dimensioned building section through the tallest area.
- Provide dimensioned detailed drawings for building elements and finishes not included in wall section (i.e.: balcony, handrail, fencing, reveals, porches and trim).

MATERIALS & FINISHES (SPECIFICATIONS)

- Show proposed color scheme and provide color samples (color chips may be required). Provide color rendering or colored elevations.
- Provide detailed descriptions (samples may be required) of all exterior materials including but not limited to roofing, soffit, siding, brick, stone, stucco, etc.
- Provide catalog information and/or sample “mock-ups” of windows and doors.
- Provide catalog information and/or samples for other exterior elements such as landscape features, exterior lighting, railings, fencing, etc., or as requested by the ARC.

Submitted By:

Signature: Owner/Applicant _____

Printed Name _____

Date _____