

ARB APPLICATION CHECKLIST

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_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, sketch or catalog photo)

_____ Size

_____ Location on Roof

_____ Color

ARB APPLICATION CHECKLIST

BASKETBALL BACKBOARD

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Dimensions/ Size

_____ Color/Finish

_____ Location on property/or on structure

_____ Sketch or picture with description of backboard

_____ Color of pole or supporting structure (if applicable)

Please Note: General guidelines for Backboards can be found on page 60 of this Manual.

ARB APPLICATION CHECKLIST

DECK

- _____ Standard PIR (Property Improvement Request) form must be completed
- _____ House Location Plat showing location of proposed deck on site.
- _____ Scaled drawing showing design, elevations (both front and side), dimensions including length, width, and height
- _____ Type of materials used throughout
- _____ Steps (including rise and width)
- _____ Rails, including height and width of rail or pickets; top and bottom rail detail (section through railing); how far apart are the rails?
- _____ Color/Finish

DECK COVERS, TRELLIS, SUNSCREENS, PATIO COVERS, ETC.

- _____ Standard PIR (Property Improvement Request) form must be completed
- _____ Plat Plan
- _____ Scaled front and side elevations with all dimensions included
- _____ Materials used
- _____ Color
- _____ Specifications for slope of roof

TYPICAL DECK SUBMISSION DETAILS

Overview of Deck Plan

Side Elevation

Front Elevation

Deck Framing Plan

Stair Detail

Bench Detail

Deck Support Detail

Ledger Detail

Rail Detail

Trellis Detail

ARB APPLICATION CHECKLIST

DRIVEWAY MODIFICATION

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Place (showing location of proposed driveway modification on lot

_____ Scaled drawing showing design and dimensions

_____ Materials to be used

_____ If driveway extension is proposed, do you plan to resurface both existing and new areas?

ARB APPLICATION CHECKLIST

EXTERIOR LIGHT

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, sketch, or catalog photo)

_____ Size

_____ Color of Fixture

_____ Color of Glass (if not clear)

_____ Location of Installation

SECURITY LIGHT

_____ Standard PIR (Property Improvement Request) form must be completed unless light is to be installed on rear of house and the light conforms to the approved MVF Security Lighting Guidelines (see page 90).

_____ Style (photograph, sketch, or catalog photo)

_____ Light Intensity

_____ Size of Fixture

_____ Location of Installation

Please Note: Security light installation must follow general MVF approved guidelines available at the MVF Administrative Office on Apple Ridge Road.

ARB APPLICATION CHECKLIST

FIREPLACE

- _____ Standard PIR (Property Improvement Request) form must be completed
- _____ House Location Plat showing relationship of chimney to house location
- _____ Sketch showing front and side elevations with all dimensions included: sketch should be drawn to scale and should include rake measurement
- _____ Materials to be used
- _____ Color/Finish

ARB APPLICATION CHECKLIST

FENCES

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat showing location of fence on property

_____ Sketch, photograph or brochure showing design

_____ Height

_____ Materials

_____ Color/Finish

GATES

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat showing location of gate on property

_____ Sketch of proposed gate showing design and dimensions, height and length of gate (can refer to community criteria if available)

_____ Materials

_____ Color/Finish

ARB APPLICATION CHECKLIST

HANDRAILS

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House location plat (showing house and property lines)

_____ Drawing showing design and dimensions of handrail

_____ Drawing showing where handrail is to be located on property

_____ Handrail material

_____ Handrail color

ARB APPLICATION CHECKLIST

HEAT PUMPS

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, sketch or catalog photo)

_____ Size

_____ Color

_____ Location on Property

_____ Type of Screening (if necessary to screen from street view)

ARB APPLICATION CHECKLIST

HOUSE NUMBERS

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Sketch or sample of house numbers to be used

_____ Dimensions of numbers

_____ Color of numbers

_____ If numbers are to be moved to a new location: sketch showing location of existing numbers and proposed location

ARB APPLICATION CHECKLIST

MAJOR ADDITIONS – CONCEPT ONLY

WHEN PLANNING A MODIFICATION OR ADDITION TO YOUR HOME, IT MAY BE EASIER TO PRESENT THE IDEA FOR CONCEPTUAL APPROVAL PRIOR TO SUBMITTING BLUEPRINTS/ PLANS FOR FINAL APPROVAL.

All requests must be submitted on a standard Property Improvement Request form. It should be clear on the application that approval is for concept only, and it must be understood that it will be necessary to resubmit with complete details before final approval can be given. The architectural design of the structure must be compatible with the architectural design of the house.

The following is a checklist of the details needed for conceptual approval:

_____ Scaled drawing(s) showing the size of the addition in relationship to the house

_____ The proposed addition drawn to scale on the plat plan.

_____ Rear/side/front elevations as applicable.

_____ Roof slope and how roof on addition will tie into existing roof or house wall

_____ Materials to be used

_____ Colors to be used

_____ As a general guideline, the longest dimension of an addition to the rear of a house (i.e. deck, screen porch, sunroom, etc.) should run parallel to the house itself

ARB APPLICATION CHECKLIST

MAJOR ADDITIONS/MODIFICATIONS (Examples: Room Additions, Porches, Garages, or Room Expansions)

All Property Improvement Requests must include detailed information when submitted to the MVF Architectural Review Board for review of exterior changes and additions. Keep in mind that the Board must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

To aid the Architectural Review Board in the approval cycle, all PIR's must be submitted on a standard **Property Improvement Request** form. In addition, the request form must be accompanied by the following:

1. **House Location Plat** (in a surveyor's plan of the property identifying Lot # and Plat #). The Plat Plan of the property must show where the structure or installation will be located on the site.
2. **Front and Side Architectural Elevations** with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans should include (if applicable):
 - Length, width, and height measurements throughout
 - Size of materials to be used as trim
 - Size of corner boards
 - Size of cap plates covering wood beams
 - Size and construction of concrete base
 - Size of doors and windows, materials used
 - Size of trim around windows and doors
 - Measurement of gutter boards, and board & batten
 - Dimension of roof overhang
 - Dimensions on all exterior materials shown on plans with details for roof overhangs
3. **Plans for installation or construction plans** (specific, workable plans or blueprints – with details of materials used; size and measurement of **all** items). These would include such items as:
 - Finish/color of all following items:
Siding, trim (including rake boards – all trim must be identified and its color specified), gutter board, fascia board, roof, doors (including garage doors if applicable), windows
 - Roof plans, pitch of roof, materials used and color
 - Maintain minimum side yard of 8 feet from building to property line (single family detached homes) as much as possible
 - Steps: what size riser and treads
4. Any other information necessary to assist the board in making a judgment

on the request (photographs could be helpful).

5. As a general guideline, the longest dimension of an addition to the rear of a house (i.e. deck, screen porch, sunroom, etc.) should run parallel to the house itself.

TYPICAL MAJOR ADDITIONS/MODIFICATIONS SUBMISSION DETAILS

Elevations

(Front, Side, Rear)

Floor Plan

Ledger Detail

Header Detail

Cross-Sections

Structural Notes or Specs

Material Details

Roof Details/Overhang Detail

Wall Section

ARB APPLICATION CHECKLIST

PAINT CHANGE

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Paint or Stain if not McCormick paint (paint originally used on Village houses)

_____ Paint or Stain # if McCormick paint is used

_____ Specify areas to be painted and color to be used (a simple drawing of house listing areas to be painted and colors used would be helpful if painting areas other than Siding, Trim and Front Door).

ARB APPLICATION CHECKLIST

PATIO

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat showing location of proposed patio

_____ Scaled drawing showing design, and dimensions including length, width, and height

_____ Type of materials used

_____ Color/Finish

ARB APPLICATION CHECKLIST

RAMP

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat (showing location of proposed ramp on lot)

_____ Drawing showing design and dimensions

_____ Materials to be used

_____ If temporary, indicate time-frame for ramp to be in use

ARB APPLICATION CHECKLIST

REPLACEMENT DOOR

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, detailed sketch, or catalog photo)

_____ Color

_____ Materials (wood or metal door)

_____ If door has glass in it, is the glass clear?
Beveled or etched glass?
Brass or metal coming?
Style of glass insert?

_____ Location of door installation

_____ Type of door hardware, including information on kick-plates, mail-slots, etc.

_____ Is there a door sidelight? Sidelights? Will the sidelight(s) be changed? If so, include information on the sidelight(s).

ARB APPLICATION CHECKLIST

REPLACEMENT WINDOW/WINDOW ADDITION

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, or catalog photo)

_____ Color

_____ Size of Window(s)

_____ Location on House

_____ If Window Addition, scaled drawing showing relationship of new window to existing windows

Please Note: Replacement windows must be used on an entire house elevation – partial replacement of windows on one elevation is not permitted.

ARB APPLICATION CHECKLIST

SHED

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat showing location of shed on property

_____ Sketch showing relationship to house and property lines and fence, if applicable (can include criteria if available)

_____ Front elevation, including measurements (length, width, and height)

_____ Location of door on shed

_____ Pitch of roof (roof should always direct water-flow away from neighboring property or common areas)

_____ Materials: siding and roofing

_____ Color/Finish: door, siding, and roof

ARB APPLICATION CHECKLIST

SKYLIGHT

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Style (photograph, sketch or catalog photo)

_____ Size

_____ Color

_____ Location on Roof

ARB APPLICATION CHECKLIST

STORM DOOR/STORM WINDOWS

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Sketch or catalog photo (can refer to criteria if available)

_____ Style

_____ Color

_____ Location on house

ARB APPLICATION CHECKLIST

STRUCTURAL LANDSCAPING

- _____ Standard PIR (Property Improvement Request) form must be completed
- _____ Materials to be used
- _____ Drawing showing design and dimensions on lot
- _____ House Location Plat (showing area to be landscaped on lot)
- _____ If landscape timbers are to be used, how many and how placed?

RETAINING WALL

- _____ Standard PIR (Property Improvement Request) form must be completed
- _____ Materials to be used
- _____ Scaled drawing showing design and dimensions (including length, width, and height (include a cross-section of wall)
- _____ House Location Plat (showing location of wall on lot)
- _____ Will yard configuration be changed?

ARB APPLICATION CHECKLIST

REPLACEMENT SIDING – VINYL/ALUMINUM

_____ Standard PIR (Property Improvement Request) form must be completed

_____ Size and Type of Siding (all replacement siding must match as closely as possible the original hardboard or wood siding in lap size, finish, and design. If original siding was beaded, then the replacement siding must be beaded; if the original siding was straight edge, then the replacement siding must be straight edge; if original siding was 8” then the replacement must be close to the 8” lap size, etc.)

_____ Color (the contractor must supply a sample of the replacement material as well as a color sample. This sample must be dropped off at the MVF office as well as picked up after the meeting. Note: colors must not be exactly like those on the adjoining Properties.)

_____ Installation Details (the contractor must provide installation details of how the house trim details will be maintained or retained.

These details may include:

- Door trim or entrance feature
- Window trim, window head feature, or trim below window Panels
- Frieze boards
- Trim boards
- Corner boards
- Porch columns
- Rake boards

The efforts of the ARB are to keep these features “padded out”, not recessed so they are similar to the original features.

_____ Authorized Agent Affidavit (property owners are responsible for filling out the forms and signing them, **not the contractor**. In addition, contractors may attend the meetings only after having signed the **AUTHORIZED AGENT AFFIDAVIT**.)

_____ Gutters and Downspouts (if replaced, it will be necessary to see color samples. These gutters and downspouts may not remain white or bronze in color, and the design must match the original shape, size, and location as much as possible. Additional locations must be approved by the Board.)

ARB APPLICATION CHECKLIST

WALKWAY/FRONT STOOP

_____ Standard PIR (Property Improvement Request) form must be completed

_____ House Location Plat (showing location of proposed walkway or walkway modification on lot)

_____ Drawing showing design and dimensions

_____ Materials to be used