

Deercreek Country Club Architectural Review Board

Updated August 2008

ARB Application and Submittal Requirements

Applications to the ARB shall include a completed Application Form, Deposit Check, Fee Check, and all the information specified below. The following notes are referenced in the table below

1. Concept Reviews are available upon request, but are not required. Plans for Concept Review may be hand-draw sketches at any scale. Drawings for Preliminary Review and Final Review must be drawn in CAD or by a draftmans at the scale noted. If submitting for Preliminary Review for projects where review is noted as "Optional", all requirements for "Final Review" must be included.
2. Plans for Major Improvements shall be submitted on minimum 24" x 36" sheets of paper. House plans shall be drawn to scale at not less than 1/4" = 1' -0". Each sheet shall be numbered and shall have Owners name, property address, lot number, and name and address of designer /architect. All other submittals shall be on 8-1/2" x 11' paper. Each page to have Owners name, property address, lot number, and page number.
3. Site Plan shall show the new or existing house including any pool, decks, patios, fence, screen enclosures, equipment, walls, driveways, sidewalks, property line, setback lines, drainage, utility routing, and all proposed new improvements including additions, enclosures, structures, and features. (min. scale 1"=20').
4. Landscape Plans shall be drawn at 1" = 20 ' and shall show both exisiting and proposed plants and trees. Include a Plant list noting size (caliper, gallon, or height as appropriate). Number each type of tree and plant on the list and show same number on plan for each plant or tree. Existing trees and plants to remain shall be shown with a dotted line. New trees and plants to be shown with solid lines. Existing trees and plants to be removed shall be indicated with a dashed line.
5. Manufacturers Product Literature shall mean pre-printed pages from manufacturer's catalog, website, or home improvement supply store that show the material, size (dimensions), character, and color options for each proposed product. Property Owner to clearly indicate manufacturer, specific proposed color selection(s), patterns, and other distingushing features of proposed products for ARB consideration.
6. Manufacturers product literature to be provided for all landscape features such as pavers, mulch, flagpoles, fence, fountains, statues, playsets, basketball hoops, etc. Provide sufficient information to clearly show size, color, and other information as appropriate.

ARB Application and Submittal Requirements

Category	Property Change / Improvement	ARB Approval Required	Fee	Deposit	The item checked "YES" must be submitted for each Review.			
					Concept Review (See note 1)	Preliminary Review (See note 1)	Final Review (See note 1)	Submittal Requirements (2 copies for review and approval- see notes 1 and 2)
Major Improvement	New Home	Yes	\$ 750.00	\$ 3,000.00	Yes	Yes	Yes	1. Existing Site Survey of property with all setbacks, easements, setbacks, etc. prepared by a licensed surveyor
					Yes	Yes	Yes	2. Site Plan showing layout of all improvements (see note 3)
					No	Yes	Yes	3. Landscape Plan (see note 4);
					Yes	Yes	Yes	4. Dimensioned Floor plan(s) - all floors (min. scale 1/4"=1')
					Yes	Yes	Yes	5. Roof Plan (min. scale 1/4"=1')
					Yes	Yes	Yes	6. All Exterior elevations of the home; showing all materials, trim, windows, doors, shutters, etc., keyed to Manufacturers Product Literature (min. scale 1/4"=1')
					No	No	Yes	7. Manufacturer's product literature in color for all proposed exterior house materials and colors (see note 5)
					No	No	Yes	8. Manufacturers product literature for landscape features such as pavers, mulch, flagpoles, fence, fountains, statues, playsets, basketball hoops, etc.)

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Major Improvement	Home Additions	Yes	\$ 500.00	\$ 1,500.00	Yes	Yes	Yes	1. Existing Site Survey of property with all existing structures (home, pool, decks, patios, fence, screen enclosures, equipment, walls, etc.), setbacks, easements, setbacks, etc. prepared by a licensed surveyor
					Yes	Yes	Yes	2. Digital Photographs of each side of house and lot
					Yes	Yes	Yes	3. Site Plan showing layout of all improvements (see note 3)
					No	Yes	Yes	4. Landscape Plan (see note 4);
					Yes	Yes	Yes	5. Dimensioned Floor plan(s) - all affected areas and adjacent rooms (min. scale 1/4"=1')
					Yes	Yes	Yes	6. Roof Plan (whole house @ min. scale 1/4"=1')
					Yes	Yes	Yes	10. All exterior elevations of the home; showing all materials, trim, windows, doors, shutters, roof pitch, etc.; indicate new vs. existing; keyed to Product Literature (min. scale 1/4"=1')
					No	No	Yes	11. Manufacturer's product literature in color for all proposed exterior house materials and colors (see note 5)
Minor Improvement	Swimming Pools New Spas (above ground and in ground) New Screen Enclosures (pool or patio)	Yes	\$250	\$1,000	Not Reviewable	Optional	Yes	1. Site Plan showing layout of all improvements (see note 3)
							Yes	2. Landscape Plan and Plant List (see note 4);
							Yes	3. Digital Photographs of existing lot and house
	New Driveways Driveway Relocations New Sidewalks, Patios or Decks Bulkheads (requires maintenance agreement)	Yes	\$ 100.00	\$ 500.00	Not Reviewable	Optional	Yes	1. Site Plan showing layout of all improvements (see note 3)
							Yes	2. Landscape Plan and Plant List (see note 4);
							Yes	3. Digital Photographs of existing lot and house
							Yes	4. Manufacturers product literature for new features such as pavers, deck material, mulch, fence, fountains, etc.)
	Cosmetic Changes and Improvements	Painting Exterior (new color) New Roofing (different material or color) New Screen Enclosure of Existing Porch New Exterior Trim Awnings (may be located at back of house only) Shutters Driveway Resurface Walkway Resurface Window Additions or Removals	Yes	\$ 50.00	\$ 150.00	Not Reviewable	Optional	Yes
Yes								2. For paint - paint a 4' x 4' section of exterior wall with proposed color. Contact the ARB Coordinator at May Management when ready for viewing.
Yes								3. Manufacturers product literature and color charts marked with proposed selections for each product or feature, and color proposed.
Yes								4. Site Plan (min. scale 1"=20'), Roof Plan, and/or Exterior Elevation drawings (min. scale 1/4"=1') as required to clearly depict and describe proposed property improvement

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Yard Structures, Play Structures	Fountains Play Structures	Yes	\$ 50.00	\$ 250.00	Not Reviewable	Optional	Yes	1. Digital Photographs of affected areas of house; include staked location of proposed feature. Stake location of proposed improvement with 4 foot tall wood stake with any colored ribbon tied at top.
	Gazebo Trellis/Arbors						Yes	2. Dimensioned Site Plan or Site survey showing proposed location of new landscape feature (scale sufficiently large enough to clearly see dimensions)
	Fence						Yes	3. Manufacturers product literature and color charts marked with proposed selections for each product or feature, and color proposed.
Landscape Changes	Major landscape changes (approx. 25% or more of lot area)	Yes	\$ 50.00	\$250	Not Reviewable	Optional	Yes	1. Digital Photographs of house and affected areas of lot;
	Removal of existing landscape beds; new beds (greater than 100 sq. ft.)						Yes	2. Landscape Plan and Plant List showing proposed existing and new trees, landscape beds, and plants (min. scale 1"=20');
	Live Tree Removal (6" caliper or larger)							
Maintenance Related	Cleaning Patio Resurface Porch Resurface Deck Resurface House Address Signs	No	NA	NA	NA	NA	NA	For "like-kind" (same material and color) replacement - Submittal is not Required. For dead trees, homeowner to photograph tree prior to removal and send photograph to May Management for record.
	Painting Exterior identical color(s)							
	Replacing existing wall lanterns (light fixtures)							
	Replacing Roof Shingles with identical color							
	Removing Dead trees							
	Removing and replacing dead shrubs and flowers							
Conditional Use	Basketball Hoop	Pre-Approved with Restrictions	NA	NA	NA	NA	NA	See published Pre-Approved Designs and Guidelines for descriptions of pre-approved designs. If in compliance, no review is required. However, variations from published Criteria shall be submitted for review in accordance with submittal requirements for Yard and Play Structures above. Where * is added, the pre-approval is still being developed. You must notify May Management if you plan to proceed with a pre-Approved project
	Mulch							
	House & Yard Address Signs							
	Flagpoles							
	Solar Collectors*							
	Tree Planting*							
	Satellite Dish*							
	Landscape Lighting*							
	Yard Ornaments, birdbaths, statues*							
Window Replacements*								
Landscape Bed Curbing*								

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Prohibited	Storage Sheds							Not Applicable
	Awnings on Front or side of home							
	Above ground pools							
	Window Air Conditioners	NA	NA	NA	NA	NA		
	Standing Seam Metal Roofing							
	Most Exterior Signs							
Carpports								
Trampolines								