

Deercreek Country Club Architectural Review Board

Updated November 2017

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. Preliminary Review and Final Review are required unless specifically waived by the ARB. 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 draftsman 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 existing 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 distinguishing 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, play sets, 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	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	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, play sets, basketball hoops, etc.)

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Major Improvement	Home Additions	Yes	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, dimensions, etc. prepared by a licensed surveyor			
			Yes	Yes	Yes	2. Digital Photographs of each side of house and the entire 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	7. 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	8. Manufacturer's product literature in color for all proposed exterior house materials and colors (see note 5)			
Minor Improvement	Swimming Pools	Yes	Not Reviewable	Yes	Yes	1. Site Plan showing layout of all improvements (see note 3)			
	New Spas (above ground and in ground)								
	New Screen Enclosures (pool or patio)						Yes	Yes	2. Landscape Plan and Plant List (see note 4);
	New Driveways								
	Driveway Relocations						Yes	Yes	3. Digital Photographs of existing lot and house; include sufficient photographs to completely show areas affected by the project.
	Driveway Pavers; Sidewalk Pavers								
	New Sidewalks, Patios or Decks						Yes	Yes	4. Manufacturers product Literature showing proposed materials and colors- number each item
	Bulkheads (requires maintenance agreement)								
Cosmetic Changes and Improvements	Painting Exterior (new color)	Yes	Not Reviewable	Optional	Yes	1. Digital Photographs of existing lot and house; show entire area of project			
	New Roofing (different material or color)				Yes	2. Drawings for screen enclosures shall be site specific showing accurate details and dimensions exactly as proposed for the project. Typical details not acceptable			
	New Screen Enclosure of Existing Porch				Yes	3. For paint - paint a 4' x 4' section of exterior wall with proposed color. Contact the ARB Coordinator at Marsh Landing Management Company when ready for viewing.			
	New Exterior Trim				Yes	4. Manufacturers product literature and color charts marked with proposed selections for each product or feature, and color proposed.			
	Awnings (located inside screen enclosures only)								
	Shutters								
	Driveway Resurface								
	Walkway Resurface				Yes	5. 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			
	Window Additions or Removals								

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Yard Structures, Play Structures	Fountains	Yes	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. 2. Dimensioned Site Plan or Site survey showing proposed location of new landscape feature (scale sufficiently large enough to clearly see dimensions) 3. Manufacturers product literature and color charts marked with proposed selections for each product or feature, and color proposed.
	Basketball Hoop (unless complies with pre-approval)				Yes	
	Gazebo				Yes	
	Play Structures				Yes	
	Fence				Yes	
	Trellis/Arbors				Yes	
Other Yard Structures	Yes	Yes	Yes	Yes	Yes	Yes
Landscape Changes	Major landscape changes (approx. 25% or more of lot area)	Yes	Not Reviewable	Optional	Yes	1. Digital Photographs of house and all areas of the site affected by Landscape changes. 2. Landscape Plan and Plant List showing proposed existing and new trees, landscape beds, and plants (min. scale 1"=20'); 3. Manufacturer's product literature in color for all proposed exterior house materials and colors (see note 5) 4. Landscape Plan (see note 4);
	Removal of existing landscape beds; new beds (greater than 100 sq. ft.)				Yes	
	Live Tree Removal (6" caliper or larger)				Yes	
Mechanical Electrical Equipment	Solar Collectors	Yes	Not Reviewable	Optional	Yes	1. Site Plan showing layout of all improvements (see note 3) 2. Digital Photographs of existing lot and house 3. Manufacturer's product literature in color for all proposed exterior house materials and colors (see note 5) 4. Landscape Plan (see note 4);
	Irrigation Wells				Yes	
					Yes	
					Yes	
Maintenance Related	Cleaning	No	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. Note: Prior to painting the exterior of your home or replacing asphalt roof shingles, you must notify Marsh Landing Management Company in writing with a description of your project.
	Patio Resurface					
	Porch Resurface					
	Deck Resurface					
	House Address Signs					
	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						
Pre-Approved	Basketball Hoop per pre-approval	Pre-Approved with Restrictions	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. Note: You must notify Marsh Landing Management Company in writing with a description of your project prior to proceeding with a Pre-Approved project
	Mulch - types per pre-approval					
	Flagpoles per pre-approval					
	House & Yard Address Signs					
	Pine Trees per pre-approval					
	Asphalt Roof Shingles in Brown, Gray or Black per pre-approval					
	Satellite Dish per pre-approval					
Emergency Generators						

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Prohibited	Storage Sheds Awnings on Front or side of home; Restricted on back Above ground pools, tanks Window Air Conditioners Standing Seam Metal Roofing Most Exterior Signs Carports White Rock for Mulch	NA	NA	NA	NA	Not Applicable