

VALHALLA RESIDENCE ASSOCIATION
Architectural Approval Submittal Form
for
New Construction, Landscaping, or Structures

Homeowner Name: _____ Date: _____

Address: _____ Phone: _____

Email address: _____

The Covenants and Restrictions, Bylaws, and Architectural Guidelines of the Valhalla Residence Association (“Association”) provide for the review and required approval of (a) all new construction and landscaping, (b) any exterior alterations to structures or (c) major landscaping improvements within the Association. This form has been created to provide you with an orderly process of submitting your plans to the Architectural Committee (“Committee”). Please contact the Committee if you have any questions regarding your proposal or this approval process.

Instructions:

Please fill out the appropriate portions of this submittal form, sign and date the form, and submit it with required samples and drawings to a member of the Committee prior to commencement of any construction. Please keep in mind that the Committee and Board members are volunteers, and you should allow time for this approval process. This completed form will become part of the Association’s permanent file on your property, home, or lot for which a request for approval has been submitted.

Please Check Purpose of Submittal: Preliminary Review Formal Required Approval

Committee/Board Checklist:

1. Submitted to a Committee member on _____ (date).

(Signature of Committee Member receiving the submittal.)

2. Reviewed by Committee on _____ (date).

(name) _____ (name) _____

(name) _____ (name) _____

Approved as submitted, and forwarded to Board on _____ (date).

Partial Approval. Letter outlining restrictions/amendments required mailed to owner on _____
_____ (date) (copy attached).

Not approved. Letter mailed to owner on _____ (date) (copy attached).
(Owner has a right to appeal denial directly to the Board)

3. Reviewed by Board on _____ (date).

Approved as submitted to the Board. Letter mailed to owner on _____ (date) (copy attached).

Partial Approval. Letter outlining restrictions/amendments required mailed to owner on _____
_____ (date) (copy attached).

Not Approved. Letter sent to owner on _____ (date) (copy attached).

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Brief Description of the Proposed Construction _____

Please check the boxes that most accurately reflect your proposal.

- | | |
|--|---|
| <input type="checkbox"/> Construction of a New Home | <input type="checkbox"/> Major Alteration to an Existing Home |
| <input type="checkbox"/> Major Upgrade to Landscaping | <input type="checkbox"/> New Structure (e.g. a shed or gazebo) |

Preliminary Review Submittal. To assist you with your submission, it is recommended that after thoroughly reviewing the Association’s Architectural Guidelines, you submit conceptual sketches of your floor plans, elevations, alterations, and a site plan of your proposed design for an *informal review prior to the formal submittal*. A \$25 non-refundable review fee must accompany each submittal for informal review.

Formal Required Submittal: Complete, detailed drawings and blueprints are required, preferably at ¼ inch = 1 foot scale. A \$75 non-refundable plan review fee must accompany each Formal Required Submittal. At a minimum, your submittal package must include the following:

- A. Plot Plan** -- showing all property lines, setbacks, side yards, placement of all structures, fencing, retaining walls, and/or privacy screens.
- B. Grading Plan** – including existing and proposed contours, drainage flow lines, and finished grades.
- C. Roof Plan** – showing pitch, valleys, hips, materials, overhangs, materials, etc.
- D. Floor Plans** – including balconies, decks, atriums, utility meter locations, garbage receptacle locations, garages, storage buildings (square footage of living area of residence shown per level).
- E. Elevations** – including all exterior elevations of the proposed/existing structure. The heights, materials, colors, and textures must be clearly indicated. Elevation of top of roof relative to street grade to be shown. One week prior to the Board Meeting, the footprint and roof lines must be staked with posts and string to show elevation of ridgelines, and to indicate outside corners; failure to comply with such posts and string requirements will result in the Board’s disapproval of the Plans
- F. Landscape & Concept Plan** – providing a general indication of the placement and type of landscaping to be installed.
- G. Building Sections** – providing perspectives as required to explain your building construction.