

ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

DOUBLETREE LAKE ESTATES

ARCHITECTURAL REVIEW

NEW HOME APPLICATION



DOUBLETREE LAKE ESTATES HOMEOWNERS' ASSOCIATION, INC.

Welcome,

Thank you for choosing Doubletree Lake Estates for your new home. The attached forms are required for architectural approval. The forms must be filled out in their entirety prior to review. Please submit all documents and checks to the Guard Shack or to 1st American Management at 3408 Enterprise Ave., Valparaiso, IN 46383.

Covenants and Restrictions can be found online at www.doubletreehoa.org.

Each Architectural Review must be accompanied by a \$2,500.00 deposit check payable to Doubletree HOA, Inc. This fully refundable deposit shall be held by the HOA until completion of construction to guarantee all construction conforms to and is completed within the plans submitted and provisions of the Declaration of Covenants. The deposit will be refunded, minus any incidentals paid by HOA, when home construction and landscaping are complete, inspected, and deemed satisfactory by the property manager and Architectural Review Committee (ARC). A \$500.00 non-refundable Architectural Review fee must also be submitted in a separate check made payable to Doubletree HOA. In addition, a \$1,200.00 non-refundable road maintenance fee made payable to Doubletree HOA must be included before plans are reviewed.

Every effort will be made to review your completed and submitted Architectural Approval Request Form as quickly as possible. Please allow at least 10 days for completion.

Construction is not to begin prior to receiving a written approval from the property manager.

The refundable deposit amount may be adjusted by ARC as necessary.

An Architectural Approval Request Form shall be required for all homes. Decks, docks, fences, pools, storage buildings, and remodeling construction shall be accompanied by an Improvement Approval Request Form.

All work shall comply with the Town of Winfield's requirements.

Review Request Form

- Complete, sign, and deliver to ARC Committee.

Page 2: _____

Erosion Control Agreement

- Complete, sign, and deliver to ARC Committee.

Page 3: _____

Selection Schedule

- Complete, sign, and deliver to ARC Committee.

Page 4: _____

Landscaping Approval Request Form

- Complete, sign, and deliver to ARC Committee.

Page 6: _____

Lamppost and Mailbox Requirements

- Sign and deliver to ARC Committee.

Page 7: _____

Architectural Review Approval

- Deliver to the Town of Winfield upon completion and approval.

Page 9: _____

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DOUBLETREE LAKE ESTATES

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REVIEW REQUEST

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

Lot #: _____ Actual Address: _____

Lot Owner's Name: _____

Current Home Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Builder Name: _____

Builder Address: _____

Builder Phone: _____ Alternate Phone: _____

Builder Email: _____

Architectural plans and plat drawings must be submitted and approved prior to commencement of construction. Complete this form in its entirety and submit to the Architectural Review Committee along with the following:

1. PDF copy of a scaled Site Plan (survey), detailing all intended improvements, property line setbacks, and grade elevations. New construction home plans must be scaled to 1/4" = 1".
2. PDF copy of scaled Architectural Plans detailing all intended improvements including floor plans, exterior elevations, materials, and grade elevations. Decks and patios must be indicated on the plans.
3. Completed Selection Schedule
4. Signed Lamppost and Mailbox Requirements
5. Landscaping Approval Request completed in its entirety
6. Erosion Control Agreement
7. \$2,500.00 Architectural Review Deposit
8. \$500.00 nonrefundable Architectural Review Fee
9. \$1,200.00 road maintenance fee

Architectural Review approval shall be contingent on the above requirements as well as the Architectural Review Committee's determination that architectural plans meet or exceed the requirements of the Declaration of Covenants as well as the architectural and aesthetic appearance of the development.

By submitting these forms for approval, I accept, understand, and will follow the Doubletree Lake Estates, Covenants and Restrictions, Rules and Regulations, and all Policies that pertain to building and understand I am subject to the Doubletree Lake Estates Fee and Fine Schedule.

I fully understand, accept, and shall fully comply with the above requirements.

Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY								
Site Plan	Architectural Plans	Selection Schedule	Lamppost/ Mailbox Form	Landscaping Approval Request	Erosion Control Agreement	\$2,500 Arch. Review Deposit	\$1,200 Road Fee	\$500 Arch Review Fee

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EROSION CONTROL AGREEMENT

This agreement is hereby submitted for approval for the following address:

Lot #: _____

Actual Address: _____

Erosion Control Agreement must be signed by Lot Owner and Lot Owner’s Builder and submitted to the Architectural Review Committee prior to commencement of construction improvements.

Soil erosion and resulting sedimentation are a leading cause of water quality problems in Indiana. Every phase of a construction project has the potential of contributing significant quantities of sediment-laden runoff. Therefore, as a site is developed and throughout completion, the Lot Owner and Lot Owner’s Builder must share responsibility for erosion control. Once independent construction activities commence, the developer shall no longer be responsible for erosion control, nor shall the developer be responsible to maintain authority of erosion control, although shall maintain the right to enforce. Failure to comply shall result, by agreement of the Lot Owner and Lot Owner’s Builder, in any or all of the following: construction shutdown, fines, responsibility of repairs, or cost of repairs to damaged property caused by runoff, legal fees, etc.

The individual lot operation, whether owning the property or acting as the agent of the property owner, shall be responsible for erosion and sediment control requirements associated with activities on individual lots. The same shall be responsible for installation and maintenance of a stable construction site access, cleanup of sediment that is either tracked or washed onto roads, and repair of adjacent lots disturbed by construction.

I also understand that all Port-O-Potties must be secured and anchored on the lot. If a Port-O-Potty tips over or the contents leak onto the ground for any reason, this will result in \$500.00 fine to the property owner in addition to the cost of clean-up.

I fully understand and accept the above requirements, along with the Doubletree Lake Estates Erosion Control Agreement.

Signature: _____
(Lot Owner)

Date: _____

Signature: _____
(Builder)

Date: _____

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SELECTION SCHEDULE

Complete in its entirety.

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

Lot #: _____ Actual Address: _____

Checklist: *Must be completed in its entirety prior to submission to Architectural Review Committee.*

Home Style:

Ranch 1 ½ story 2 story Patio Other:

Square Footage:

1st Floor 2nd Floor 3rd Floor Basement Garage Other

Masonry: Note: Full side returns may be required as determined by architectural review. Min. 48" side returns required.

Color Size Front Elevation (Min. 90%) Side Elevations

Siding:

Material Color Exposure Location of Siding

Eaves and Frieze Boards:

Material Color

Roofing:

Manufacturer Material Color Roof Pitch (Min. 8/12)

Building Specifics:

Building Height Top of Foundation Other Other

Windows: Note: No contractor grade or solid vinyl windows are allowed.

Manufacturer Material Other Other

*Address numbers must be located in the furthest protruding area facing the street and must be easily seen from the street. Refer to Covenants and Restrictions for specific construction requirements. HOA and Architectural Review Committee reserve the right to initiate or make changes based on the best interest of the community.

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FOR OFFICE USE ONLY				
Item	Meets or Exceeds	Does NOT Meet	Approved	Denied
Style of Home				
Square Footage				
Brick, Stone, Stucco				
Siding				
Eaves and Frieze Boards				
Roofing				
Windows				
Building Specifics				
Address Numbers				
Other:				

Architectural review has been completed. A request to build on the lot referenced above has been:

_____ Approved

_____ Approved with the following conditions:

Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Pete Metlov				
Matt Rossman				
Michael Parks				
David Anderson				

*Approval requires three signatures accompanied by indication of "approve."

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LANDSCAPING APPROVAL FORM

The signed Landscaping Approval Form along with a Landscaping Plan must be submitted for review and approved in writing by the Architectural Review Committee prior to commencement of any landscaping improvements.

All submitted plans must meet the minimal landscaping requirements listed below:

1. Front and side yards shall be fully sodded and irrigated with fully functioning underground sprinkler systems.
2. Rear yard shall be sodded or outfitted with an approved biodegradable seed mat. Other rear yard seeding methods are not permitted without the express written consent of the Architectural Review Committee.
3. A minimum of two (2) trees measuring a caliper of 2.5" and of ornamental or shade-type shall be planted in the front yard not considered the parkway.
4. Yards shall contain a minimum of fifteen (15) shrubs or bushes with a minimum of 15" diameter.

Lots must be fully landscaped upon completion of construction as weather permits. Landscaping shall not be delayed more than 1 year from the start of construction or 120 days following construction, whichever occurs first, without express written consent of the Architectural Review Committee.

Sod/ other seeding methods:

Front and Side Lawns

Rear Lawn

I fully understand, accept, and shall fully comply with the above requirements.

Name: _____

Signature: _____

Date: _____

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LAMPOST AND MAILBOX REQUIREMENTS

Doubletree Lake Estates – East Side Residents:

The approved mailbox and lamppost are available through (but not limited to) the following suppliers: Leeps Supply at (219) 465-5028.

Mailbox

Manufacturer: Hardco Lighting
Model: 2007 VG Town Square Mailbox
Post: Smooth 3" diameter
Base: 139-3 post wrap
Color: Black

Lamppost

Manufacturer: Hardco Lighting
Model: Jamestown 1 LT
Post: 351-7 3"OD x 84" w/disconnect photo eye
Base: 139-3 3" post wrap
Color: Black

Identify yourself as a Doubletree Lake Estates resident when calling. Allow at least four weeks for delivery and installation.

Mailboxes are to be placed in compliance with state and/or federal guidelines. Mailboxes must be from 6-8" from the curb with the door measuring 41-45" above the ground. Curbside mailboxes must be accessible without mail carrier having to leave their vehicle and must display at least 1" address numbers. Additional rules and regulations for residential mailboxes may be found in the USPS document DMM508.

I fully understand and accept the above lamppost and mailbox requirements and will obtain and install the items **within one (1) month of occupancy**.

Name: _____

Signature: _____ Date: _____

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FOR OFFICE USE ONLY				
Item	Meets or Exceeds	Does NOT Meet	Approved	Denied
Submission				
Trees				
Shrubs				
Irrigation				
Sod & Seed				
Lamppost				
Mailbox				

Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Pete Metlov				
Matt Rossman				
Michael Parks				
David Anderson				

*Approval requires three signatures accompanied by indication of "approve."

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ARCHITECTURAL REVIEW APPROVAL TO THE TOWN OF WINFIELD

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

Lot #: _____ Actual Address: _____

Lot Owner's Name: _____

Current Home Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Builder Name: _____

Builder Address: _____

Builder Phone: _____ Alternate Phone: _____

Builder Email: _____

Architectural review has been completed. A request to build on the lot referenced above has been:

_____ Approved

_____ Approved with the following conditions:

Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Pete Metlov				
Matt Rossman				
Michael Parks				
David Anderson				

Lot Owner's Name: _____

Signature: _____ Date: _____