

INSPIRATION AT SWAN CREEK, A CONDOMINIUM
Architectural Control Committee (ACC) Improvement Request Form

In accordance with the recorded Declaration of Protective Covenants for and in order to protect each individual owners' rights and property values, it is required that any owner who is considering improvement of their deeded property to include, but not be limited to, single-family dwelling, outbuilding, fence, recreational equipment, or other structures of any kind, submit the following to the Architectural Control Committee ("**Committee**") **prior to initiating work on the planned improvements:**

- 1) A completed Architectural Control Committee Improvement Request Form.
- 2) One complete set of detailed building, deck, fence, etc., grading, and landscaping drawings, prepared by licensed design consultants or design / build contractors. The project's drawings should include layout plans with dimensions of the proposed improvements, as well as dimensions to building setbacks and property lines; elevation plans; any applicable details and cross-section plans.

The grading plan shall include the following information:

- A. Existing conditions including the following:
 - i. Elevation contours with USGS datum elevations.
 - ii. Building setback(s) (i.e., front, rear, and side yard setbacks).
 - iii. Utility easement(s).
- B. Line work of the improvements, specifically the following:
 - i. The footprint of the house, garage, and any other attached improvements.
 - ii. Front porch.
 - iii. Driveway.
 - iv. Private sidewalk(s).
 - v. Patio(s).
 - vi. Deck(s).
 - vii. Any other proposed horizontal or vertical improvements.
 - viii. Proposed grading contours labeled with the USGS datum elevations.
- C. USGS datum elevations of the following:
 - i. First level finished floor.
 - ii. Basement level finished floor.
 - iii. House top of foundation wall elevation.
 - iv. Garage top of foundation wall elevation.
 - v. Garage floor at overhead garage door.
 - vi. Spot grades of all driveway, sidewalk and patio pavements at all corners, center and ends of radii, and every ten (10) feet along tangents.
 - vii. Top and bottom elevations of retaining walls at each end and at mid points.
 - viii. Rim and adjacent soil elevations at all window wells.
 - ix. Lowest opening (into the house) elevation.
- D. Storm water flow direction arrows.

Note: all proposed grading contours shall be designed to reflect the spot elevations and storm water flow directions exhibited on the Condominium Plat.

- 3) A property site or plot plan showing the location with detailed dimensions to building setbacks and property lines of the proposed improvement(s) to include concrete foundations, driveways, and sidewalks.
- 4) All exterior finishes materials labeled on the exterior architectural elevations accompanied by a materials list, including manufacturer, model, color, style, etc. with color photos or brochures of each exterior finish material, including siding, masonry, fascia, trim, doors, overhead garage doors, and windows.
- 5) All other information reasonably requested by the Committee or as otherwise required by the Declaration of the Condominium.

NOTE: All materials listed above are required to be compiled and submitted as one (1) Adobe (.pdf) file.

Architectural Control Committee (ACC) Improvement Review Checklist

NOTE: ALL PLANS TO BE PREPARED BY LICENSED DESIGN CONSULTANTS OR DESIGN / BUILD CONTRACTORS AND TO MEET THE REQUIREMENTS IN THE DECLARATION OF PROTECTIVE CONVENANTS.

THE ITEMS BELOW MEET THE REQUIREMENTS SET FORTH IN THE DECLARATION OF PROTECTIVE CONVENANTS:

- _____ ACC IMPROVEMENT REQUEST FORM *(PER SECTION 3.3)*.
- _____ BUILDING PLANS *(PER SECTION 3.3 (1))*.
- _____ FLOOR AREA (SF) MINIMUM - SEE RECORDED CITY OF FITCHBURG SIP ORDINANCE FOR REFERENCE.
- _____ NO SIMILAR ELEVATION DESIGN ADJACENCIES *(PER SECTION 4.4)*.
- _____ MASONRY OR DURABLE MATERIALS DESIGNED INTO THE EXTERIOR FAÇADE FACING THE PUBLIC RIGHT-OF-WAY AND NO FOUNDATION WALLS SHALL BE EXPOSED *(PER SECTION 4.3 (5))*.
- _____ ROOF PITCH OF 3/12 OR HIGHER *(PER SECTION 4.15)*.
- _____ ROOF MATERIAL: ROOFS SHALL HAVE DIMENSIONAL ARCHITECTURAL SHINGLES. STANDARD 3-IN-1 SHINGLES ARE NOT PERMITTED *(PER SECTION 4.3 (6))*.
- _____ TRIM: CORNER BOARD OR VINYL, WINDOW AND DOOR TRIM ON EXTERIOR FACADES FACING THE PUBLIC RIGHT OF WAY SHALL BE A MINIMUM OF FOUR (4) INCHES WIDE *(PER SECTION 4.4 (9))*.
- _____ 6-INCH OR MORE FASCIA *(PER SECTION 4.3 (4))*.
- _____ IF A CHIMNEY IS CONSTRUCTED, IT IS TO BE FULLY ENCASED *(PER SECTION 4.3 (1) AND (2))*.
- _____ GUTTERS AND DOWNSPOUTS *(PER SECTION 4.14)*.
- _____ EXTERIOR DOORS AND GARAGE DOORS TO BE PANEL STYLE *(PER SECTION 4.3 (7))*.
- _____ EXTERIOR LIGHTING *(PER SECTION 4.3 (8))*.
- _____ 2 GARAGE STALLS *(PER SECTION 4.10)*.
- _____ CONSTRUCTION TO COMMENCE WITHIN 12 MONTHS OF LOT PURCHASE, CONSTRUCTION TO BE COMPLETE WITHIN 9 MONTHS OF CONSTRUCTION COMMENCEMENT *(PER SECTION 4.12)*.
- _____ MATERIALS SPECIFICATIONS AND ACCOMPANYING COLOR PHOTOS *(PER SECTION 3.3 (3))*.
- _____ ALL MATERIALS ON ELEVATIONS TO BE LABELED, INCLUDING SIDING, TRIM, FASCIA, ETC. *(PER SECTION 3.3 (3))*.
- _____ PROPERTY SITE OR PLOT PLAN *(PER SECTION 3.3 (2))*.

Architectural Control Committee (ACC) Improvement Review Checklist
(Continued)

_____ GRADING PLAN, INCLUDING ALL RETAINING WALLS AS NECESSARY AND LIST OF MATERIALS TO BE USED
(*PER SECTION 3.3 (1)*).

_____ LANDSCAPE ARCHITECTURE PLAN (*PER SECTION 3.3 (1) AND 4.11*).

_____ LANDSCAPING PLANTS TO BE INSTALLED WITHIN THIRTY (30) DAYS OF OCCUPANCY OR UPON
CONSTRUCTION COMPLETION, WEATHER PERMITTING (*SECTION 4.11 (2)*).

_____ DRIVEWAYS TO BE POURED CONCRETE, PAVERS, OR BRICK (*PER SECTION 4.13*).

_____ DRIVEWAY TO BE INSTALLED WITHIN EIGHT (8) MONTHS OF THE DATE OF ISSUANCE OF THE BUILDING
PERMIT (*PER SECTION 4.13*).

Architectural Control Committee (ACC) Improvement Review Form
(For ACC Submittal Review Use Only)

Date Received: _____

Submission Package Complete: Yes: _____ No: _____

Critical Date (For Required Response): _____

Applicant Name: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell or Work Phone: _____

_____ THE REQUEST IS APPROVED AS SUBMITTED.

_____ ACTION IS SUSPENDED PENDING SUBMISSION OF THE ITEMS LISTED BELOW.

_____ THE REQUEST IS APPROVED SUBJECT TO THE REQUIREMENTS STATED BELOW.

_____ THE REQUEST IS DISAPPROVED AS STATED BELOW.

NOTE: AN ATTACHED LETTER MAY PROVIDE ADDITIONAL DETAIL OF THE ARCHITECTURAL CONTROL COMMITTEE'S ACTION THAT IS A PART OF THIS RESPONSE.

COMMITTEE ACTION - TWO SIGNATURES REQUIRED

Committee Member Printed Name Committee Member Signature Date

Committee Member Printed Name Committee Member Signature Date