

February 13, 2019

# **Brigata Hills**

## **Valparaiso, Indiana**

### **Submittal Requirements**

Submittals are required for all new home construction and site improvements, including proposed fences, decks, patios, swing sets and play sets, fountains, garden waterscapes, modifications of existing landscaping, installation of new landscaping, removal and planting of trees, installation of retaining walls, building additions, porch additions, changes in building materials and colors, and similar improvements.

Submittals shall be directed to *the* Architectural Control Committee *care of*:

William J. Carlson  
1455 Louis Sullivan Drive  
Portage, Indiana 46368

The builder may not begin construction until all submittals have been reviewed and approved by the Architectural Control Committee (ACC).

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### **SUBMITTALS**

In order to evaluate the proposed improvements, the following items are required. Incomplete submittals may delay review and approval by the Architectural Control Committee.

1. Builder/Owner Information
2. One copy of the site plan
3. One set of building plans
4. One set of landscaping plans
5. Samples of all exterior materials and colors

## **1. BUILDER/OWNER INFORMATION**

Submit contact information for the builder and homeowner.

- A. Builder's name, address and phone numbers.
- B. List of the Builder's last five (5) homes with location, approximate price and contact name and phone number. Approval of the builder will be at the sole discretion of the ACC.
- C. Builder's banking contact name and phone number.
- D. Project manager's name, cell phone number and resume.
- E. Homeowner's current address and phone number.

## **2. SITE PLAN**

A licensed engineer, surveyor or architect shall prepare the Site Plan.

The Site Plan shall be drawn at a minimum scale of 1" = 20'-0". The Site Plan shall indicate and dimension property lines, building setback lines, utility and drainage easements and street right-of-way. The Site Plan shall indicate the location and dimensions of the home relative to property lines and all proposed site improvements, such as garages, driveways, decks, fences, retaining walls, sidewalks, swimming pools, post lights, and patios, etc.

The Site Plan shall indicate existing and proposed contour lines at 1'-0" increments. Proposed grades at the perimeter of the house shall be indicated as well as finish grades at the corners of adjacent buildings. Indicate the proposed First Floor Finish Elevation and the finish elevation at the center of the garage door.

Storm water drainage routes shall be indicated on the site plan. Retaining walls, if any, and associated grade changes, shall be indicated on the site plan. The sump pump discharge location and direction of flow shall be indicated.

Trees of 6" caliper or greater proposed to be removed, shall be indicated on the Site Plan.

The Site Plan shall indicate the location and type of erosion control measures provided.

### **3. FLOOR PLANS**

The builder shall be solely responsible for obtaining permission and paying all associated fees to use the house plans from the copyright holder.

Floor plans shall be professionally drawn at a scale of 1/8" = 1'-0" or larger. The plans shall indicate the name and telephone number of the architect, or person, responsible for the drawings.

Plans shall indicate the proposed size of the home. Hand sketched changes to the building size and configuration on submitted plans will be returned without review.

Plans shall be noted and accurately dimensioned and clearly indicate the size, location and details for porches, decks, stoops, patios, and other proposed improvements. The foundation and floor plans shall indicate brick ledges and extent of masonry veneer, including the required minimum 24" masonry returns.

Reversed or opposite-hand plans and elevations are not acceptable and will be returned without review.

All four building elevations shall be accurately drawn at a scale of 1/4"=1'-0". Partial elevations may be required to indicate otherwise concealed conditions.

Building elevations shall note and accurately indicate the location of all exterior finish materials and details, deck and railing details and finishes, all exterior lighting fixtures, and chimneys.

Elevations shall indicate all building details, including frieze boards, eave and door and window trim details. The pitch of all roofs shall be noted on the elevations. Depending on the complexity of the floor plan and elevations, a Roof Plan and

building sections may be required.

The building elevations shall accurately indicate proposed finish grades around the building. (Note that a maximum of 6" of exposed foundation wall is permitted.)

Clearly note on the drawings the manufacturer, type, finish and color of siding materials, roofing materials, windows, trim, doors, garage doors, eaves, frieze boards, shutters, etc., and all brick/masonry locations on the building elevations.

#### **4. LANDSCAPING PLAN**

Plans shall be accurately drawn at a minimum scale of 1/8" = 1'-0" and include, as a minimum, the elements as set forth in the covenants. Provide a list of all materials by common name and quantity.

Provide a detailed landscape budget along with the name and address of the landscape contractor.

There may be additional submittal requirements for landscaping depending on the complexity of the work proposed.

#### **5. EXTERIOR MATERIAL AND COLOR SAMPLES**

Submit one sample each of proposed siding materials (face brick, stone, and/or siding), roofing, paint and stain colors, window finish colors, and for other exterior building elements. Photographs or magazine photos used as the sole indication of building color and materials will not be accepted.

Submit catalog cuts of proposed exterior building lighting fixtures.

Material samples may be picked up by the builder upon approval of the submittal.

Reviews by the Architectural Control Committee are solely for determining the compliance of the submittals with the design criteria of the covenants and Architectural Design Guidelines. The drawings are not reviewed for their compliance with any applicable building codes and zoning ordinances, or for the adequacy of the building's structural and mechanical systems to serve their purpose.

Once approved for construction, the proposed work shall be built as detailed in the drawings approved by the Architectural Control Committee. Any changes in the design must be approved prior to construction. Items noted by the Architectural Control Committee on the approved drawings and other submittal information shall be incorporated into the finished project.