

ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

DOUBLETREE LAKE ESTATES

ARCHITECTURAL REVIEW

New Home Application



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, Valparaiso, IN 46383.**

Covenants and Restrictions can be found at www.doubletrehoa.org.

Each Architectural Review must be accompanied by a \$1,000.00 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. 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). In addition, a \$150.00 non-refundable Architectural Review fee must also be submitted in a separate check made payable to Doubletree HOA.

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

Construction is not to begin prior to receiving a written approval of a least three Architectural Review Committee (ARC) members.

The refundable deposit amount may be adjusted by ARC Review Committee 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 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 8: _____

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: _____

Current Home Address: _____

Phone: _____ Alternate Phone: _____ Email: _____

Builder Name: _____

Builder Address: _____

Phone: _____ Alternate Phone: _____ 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. Two (2) copies of a scaled Site Plan (survey) detailing all intended improvements, property line setbacks, and grade elevations.
2. Two (2) copies of scaled Architectural Plans detailing all intended improvements including Floor Plans, Exterior Elevations, materials, and grade elevations. Deck and Patios must be indicated on the plans.
3. Completed Selection Schedule.
4. Signed Lamppost & Mailbox Requirements.
5. Landscaping Approval Request completed in its entirety.
6. Erosion Control Agreement.
7. \$1,000.00 Architectural Review Deposit.
8. \$150.00 non- refundable Architectural Review 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 and the architectural and aesthetic appearance of the Development.

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

Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

(2) copies Site Plan	(2) copies Architectural Plans	Completed Selection Schedule	Completed Lamppost Mailbox form	Landscaping Approval Request	\$1,000.00 Arch Review Deposit	\$150.00 Non-ref. Arch Review

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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 run-off. 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 shut-down, fines, responsibility of repairs or cost of repairs to damaged property caused by runoff, legal fees, etc.

The individual lot operator, 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. Same shall be responsible for installation and maintenance of a stable construction site access, clean-up of sediment that is either tracked or washed onto roads, and repair of adjacent lots disturbed by construction.

I fully understand and accept the above requirements.

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 _____

Check List: Must be completed in its entirety prior to submittal to Architectural Review Committee.

Home Style:

Ranch 1 1/2 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 _____

*Address numbers must be located in furthest protruding area facing street and easily seen from street.

Refer to covenants and restrictions for specific construction requirements. HOA and Architectural review Committee reserve right to initiate or make changes based on the best interest of 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:

Conditions:

ARC Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Dave Anderson				
Pete Metlov				
Cindy Ross				
Ty Tornincasa				

* 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. Doubletree West - Parkways (area between street and sidewalk) must contain two (2) trees measuring a minimum caliper of 2.5" and of ornamental, shade, 7' clump type, or evergreen nature. Corner lots require four trees (two in each parkway). *Minimal tree requirements on limited frontage lots may be reduced only with the express written consent of the Architectural Review Committee.
4. A minimum of two (2) trees s measuring a minimum caliper of 2.5" and of ornamental or shade type shall be planted in the front yard not considered the parkway.
5. Yards shall contain a minimum of 15 shrubs or bushes with a minimum 15" diameter.

Lots must be fully landscaped upon completion of construction as weather permits. Landscaping shall not be delayed more than 1 year from 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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For Office Use Only				
Item	Meets or Exceeds	Does NOT Meet	Approved	Denied
Submission				
Trees				
Shrubs				
Irrigation				
Sod & Seed				
Lamppost				
Mailbox				

ARC Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Dave Anderson				
Pete Metlov				
Cindy Ross				
Ty Tornincasa				

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

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LAMPPOSTS and MAILBOX REQUIREMENTS

Upon construction of your home you are required to obtain and install the aesthetically uniform front yard lamppost and mailbox.

Doubletree Lake Estates is not responsible for the purchase and installation of these items. To obtain the uniform lamppost and mailbox contact the following:

Doubletree Lake Estates - West Side Residents:

Doubletree Lake Estates HOA @ (219) 464-3536

Hanover Lamppost
Model: P5390-31 PC

Hanover Headlamp
Model: P5456-31

UP Post Mailbox
Model: Frankfort

Doubletree Lake Estates – East Side Residents:

Decor Lighting @ (219) 947-7400

Manufacturer: Philips Hanover Lantern

Model: Pine Valley

Style: M61

Post: Smooth 3" diameter

Base: 139-3

Color: VGN-Verde

Identify yourself as a Doubletree Lake Estates resident when calling. Allow at least two-four weeks for delivery and installation. Be sure to order the correct items for your subdivision (East or West).

Mailboxes are to be placed in compliance with state and/or federal guidelines. Mailboxes must be 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: _____

Date: _____

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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: _____ Alt. Phone: _____ Email: _____

Builder Name: _____

Builder Address: _____

Phone: _____ Alt. Phone: _____ Email: _____

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

_____ Approved

_____ Approved with conditions:

Conditions:

ARC Member	Signature	Date	Approve	Deny
Sash Becvarovski				
Dave Anderson				
Pete Metlov				
Cindy Ross				
Ty Tornincasa				

Lot Owner's Name: _____

Signature: _____ Date: _____