

**MESSINA HOF ESTATES
NEW CONSTRUCTION
OR
ALTERATION TO EXISTING STRUCTURE
APPLICATION**

The Architectural Committee, as provided for in the Declaration of Protective Covenants for Messina Hof Estates, is responsible for maintaining high standards for design, development and maintenance of houses and lots. When an Owner wishes to construct or remodel the exterior of a house, an application must be made to the Committee using this form. The information will provide the Committee with the information necessary to review the proposed construction for compliance with Architectural Design Policy. **Applications must be submitted to the Committee 20 days prior to the anticipated start date.**

Address (Lot #) _____

Submittal Date _____, 201__

Anticipated Start Date _____, 201__

Size of Lot: _____

Square Feet of House (Heated & Conditioned) _____ One Story Two Stories

Square Feet of House Footprint _____, Porch Footprint _____ and Garage _____

Property Owner(s) _____

Address: _____

City: _____ State: _____ Zip _____

Email Address: _____

Home Phone: _____ Business Phone: _____

Architect/Designer: _____ Phone: _____

Contractor/Builder: _____ Phone: _____

Is your Contractor/Builder on the Preferred Builder List? Yes No

Type of Submittal: New Construction Landscaping Alteration/Remodeling

Description of Proposed Work: _____

SIGNATURE OF OWNER/S: _____

FOR COMMITTEE USE ONLY

Date: _____, 201__

- Approved by: _____
Signature for ACC Committee

- Approved as Noted: _____
Signature for ACC Committee
SEE CONTITIONS, NOTES, OR LETTER ATTACHED

- Not Approved: _____
Signature for ACC Committee
SEE REASONS NOTED ON DRAWINGS, FORMS, OR LETTER ATTACHED

MESSINA HOF ESTATES
NEW CONSTRUCTION/ALTERATION TO EXISTING STRUCTURE/LANDSCAPING
CHECKLIST

CHECKLIST

All the following applicable items must be included with Applications for review by the Architectural Control Committee. Please check off each applicable item. If an applicable item is not included, the Application will be returned for completion.

Association dues must be paid in full for the application to be considered. The Builders General Liability Certificate shall be included with the application.

A. SITE, EXCAVATION & DRAINAGE PLAN

- 1. Boundary survey with property lines and setbacks (distances to structures) with a Minimum Scale 1 inch = 20 feet.
- 2. Excavation, site clearing with tree removal plans. Show tree removal outside the perimeter of the footprint of the house (trees greater than six inch diameter).
- 3. Topography at 1 foot contour intervals.
- 4. Show proposed finished floor elevation.
- 5. Proposed finished exterior grading elevations.
- 6. Drainage plan including size and type of drainage pipe under the driveway.
- 7. Building location(s) Include garage, decks and patios.
- 8. Driveway Plans (10' from lot line), walks, and parking. Indicate materials/finish/color/patterned use of pavers and concrete.
- 9. Utility locations – Satellite Internet/phone/cable locations, Water connection, irrigation Propane tank (propane tank must be buried), Septic tank, trash receptacles/garbage cans (should be screened).
- 10. Privacy screening, fences and walls. Indicate location of fence along with materials/finish/color.
- 11. Pool plans. No above ground pools.
- 12. Special setbacks or easements.
- 13. Construction staging and access areas including port-a-can.
- 14. Temporary structures locations.
- 15. Permanent outdoor furniture and accessories.
- 16. Arrow indicating north.

B. BUILDING PLAN

- 1. Minimum scale: ¼ inch = 1 foot.
- 2. Minimum Square Footage
- 3. Exterior door and window openings.
- 4. Exterior walls and partitions.
- 5. Exterior stairways.
- 6. Exterior lights.
- 7. Decks, patios and porches.
- 8. Electrical meter location.
- 9. Trash receptacles (location, screening and access).
- 10. Type and location of heating and cooling system, location of outdoor units.

C. BUILDING ELEVATIONS

- 1. Minimum scale: ¼ inch = 1 foot.
- 2. Street, sides and rear elevations.
- 3. All exterior features; doors, windows, roof, exterior wall finishes, trim, foundations, railings, etc.

D. LANDSCAPE PLANS, FEATURES AND EXTERIOR ACCESSORIES

- 1. Landscaping plans in compliance with Minimum Landscaping.
- 2. Outdoor Lighting (landscape up & down or accent lighting).
- 3. Service and recreation areas.
- 4. Satellite Dishes and Antennae locations.
- 5. Flag Poles.
- 6. Dog Kennels and Pens.
- 7. Fountains, water features, ornamental objects, etc.

E. TEMPORARY STRUCTURES (to be used during construction)

- 1. Storage
- 2. Dumpster
- 3. Construction shack
- 4. Toilet (port-a-potty)
- 5. Staging Area/Material drop off/storage

F. BUILDING MATERIALS

- 1. Exterior type & pattern include color & materials.
- 2. Trim materials including color (attach color chips).
- 3. Brick, stone other accents, color and pattern.
- 4. Roofing, type, material and color.
- 5. Exterior openings
 - a. Doors (materials & finish)
 - b. Windows (materials & finish)
 - c. Skylights (materials & finish)
 - d. Garage doors (materials, finish)
- 6. Exterior paint, stain, type-finish, color (provide color chips)
 - a. Exterior wall color: _____
 - b. Trim color: _____
 - c. Garage Door color: _____
- 7. Heating/Cooling system; type, location of exterior equipment, screening of equipment, etc.

**MESSINA HOF ESTATES
AGREEMENT FOR NEW CONSTRUCTION
OR
ALTERATIONS TO EXISTING STRUCTURE OR LANDSCAPE**

As a property owner or prospective homeowner, I/We understand this is a covenanted and deed restricted community with rules and regulations that must be followed. I/We have read the current Architectural Design Policy and Application forms and fully understand the requirements.

I/We understand any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I/We understand by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand the surface of the Common Area must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.

I/We understand mud and debris which accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and the cost charged to Me/Us.

I/We understand the Contractor/Builder is responsible to me/us and any violations by him/her or their sub-contractors may result in penalties and fines to me/us. Your builder must supply a copy of their general liability insurance policy.

I/We understand to enforce its standards; the Association may seek injunctions from a court of law and other legal remedies.

Owner Signatures (all owners must sign)

Owner _____ Date _____, 20__

Owner _____ Date _____, 20__

Representative of Property Owner

I certify that I am an authorized representative of the above named property owner and have the power to act in his/her/their behalf (copy of power of attorney required). In addition, I have made the owner(s) aware of all the above stated requirements.

Representative _____ Date _____, 20__