

# STARWOOD ARCHITECTURAL REVIEW COMMITTEE SUBMITTAL FORM AND APPLICATION

For information and assistance contact the ARC Coordinator at [arc@starwoodassociation.org](mailto:arc@starwoodassociation.org)

Date: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Type of Submittal:

- New Construction
- Alteration / Addition
- Landscaping
- Paint
- Roofing
- Fence
- Decks or Patios
- Shed / Greenhouse
- Tree Removal/Addition
- Other

**Please note: the location of utility and sanitary easements will likely be required when requesting landscaping, fencing, shed or new construction.**

For new construction, alterations or additions, please provide the following information:

Square Footage of Home: \_\_\_\_\_

% of total lot coverage after proposed construction \_\_\_\_\_

Proposed Completion Date \_\_\_\_\_

The Starwood Architectural Review Committee (ARC), provided for in the comprehensive plan of Starwood, exists in Starwood to maintain high standards for design, development and use of homes and property.

When an owner wishes to construct a home, remodel an existing home, add a fence or shed, paint, re-roof or make major landscaping additions or improvements, application is made to the ARC using this form.

Completion of the following information will provide the ARC with the information necessary to review the proposed construction for compliance with the guidelines of the ARC.

All construction activities must conform to state and local regulations, including obtaining the proper permits.

## **Requirement of Obtaining ARC Approval**

1. Completion and submittal of this application.
2. Completion and submittal of the agreement for new construction or additions.

### **The following is required for each type of submittal:**

**New Construction** – a complete application for new construction must be presented. Packet can be found on Starwood Association website.

#### **Alteration / Additions**

- A site plan showing the location of the alteration / addition in relation to the current home including lot set backs
- All elevations that are affected by the Alteration / Addition
- All materials and colors
- Construction Staging area
- Method to reconstitute disturbed common areas
- A string out of the proposed construction site including the flagging of any trees to be removed
- All appropriate fees. The fees for additions are as follows:  
Less than 500 sq. feet = \$500 refundable deposit  
More than 500 sq. feet = \$1,000 refundable deposit

#### **Landscaping**

- Minor landscaping does not require a submittal. Planting of any trees and major landscaping changes such as the addition of lawn areas or the addition or reduction of large portions of landscaping must be submitted and approved.
- A landscape plan must be submitted containing the following:
  - A site plan showing the location of the home and property boundaries
  - The location of any proposed trees.
  - The location of additional lawn, water features, decks or any other additional structures.
  - The location and type of plants to be added
  - Fees – there is no fee for a landscaping submittal.

#### **Fences / decks or patios**

- A submittal is required for all fences, decks or patios. This includes trellises or any other added structures.
- The following is required for this submittal:
  - A site showing the location of the proposed structure
  - All materials and colors. For fences you must supply a detail of the style of both sides of the fence and any gates.
  - No fees are required for this submittal

#### **Paint**

- A submittal is required for all painting even if you are painting the home the same color.
- The submittal must include the following:
  - The proposed color for body and trim. This must include the name and number of the proposed color(s) and a sample painted on an 8 ½ x 11 sheet of paper. Special paper for samples is available at any paint store.
  - A 4' x 4' sample section must be painted on the home along with the trim color if any.
  - There is no fee for this submittal.

**Sheds and Greenhouses**

- A submittal is required for all proposed sheds or greenhouses
- The submittal must include the following:
  - Shed location and size including height. This must be on a site plan showing all structures.
  - Materials and colors – all sheds must be of the same materials and color(s) as the house.
  - A cut sheet or drawing of the shed design.
  - There is no fee for this submittal.

**Other**

This would include any other item not covered above. Contact the ARC coordinator for information regarding these items.