

# ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

FALLING WATERS HOA, INC.

ARCHITECTURAL REVIEW

## NEW HOME APPLICATION



FALLING WATERS HOMEOWNERS' ASSOCIATION, INC.

Thank you for choosing Falling Waters for your new home!

Please know that you have access to the Covenants and Restrictions as well as much more detailed information to help guide you through the application process online at [www.fallingwatershoa.com](http://www.fallingwatershoa.com).

An Architectural Approval Request Form shall be required for all new homes.

The forms must be filled out in their entirety prior to review. Please submit all questions regarding this application process and all electronic documents to the Falling Waters HOA Property Manager at [tlippens@1stpropertymanagers.com](mailto:tlippens@1stpropertymanagers.com) and site plans and checks to 1<sup>st</sup> American Management at 3408 Enterprise Ave., Valparaiso, IN 46383.

Each Architectural Review must be accompanied by a \$1,000.00 deposit check payable to Falling Waters HOA, Inc. This refundable deposit shall be held by the HOA until the completion of construction to guarantee all construction conforms to and is completed within the plans submitted and provisions of the Declaration of Covenants. The deposit is refundable up to one year (twelve months) after start of construction and only after satisfactory completion of construction including all the required items of landscaping. The failure to complete construction within one year resulting in complete deposit forfeiture does not relieve the Homeowner or Contractor from the requirements for completion within an agreed time frame. Any unpaid fines that may have been imposed by the FWHOA due to builder not following clean up protocols during the construction may be deducted from the deposit, with any remaining deposit balance being returned.

Every effort will be made to review your completed and submitted Architectural Approval Request Form as quickly as possible. Please note, however, that **the approval process could take up to 30 days.**

Construction is not to begin prior to receiving a written approval from the property manager.

Prior to commencement of any construction, evidence of paid tap-in fee to the Falling Water Conservancy District (FWCD) is required. Contact Karen Geisler by email: [kareng2565@yahoo.com](mailto:kareng2565@yahoo.com)

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FALLING WATERS HOA, INC.

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## REVIEW REQUEST

Plans attached are hereby submitted for approval to the Architectural Control Committee of Falling Waters for:

Lot #: \_\_\_\_\_ Site Address: \_\_\_\_\_

Lot Owner's Name: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

Builder Name: \_\_\_\_\_

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

Builder Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Builder Email: \_\_\_\_\_

Complete Architectural plans and plat drawings **MUST** be submitted and approved prior to commencement of construction. No plans will be looked at without receiving all information in whole. House plans should be prepared by an architect and site plans by an engineer. Both professionals should be licensed.

Complete these forms in its entirety and submit to the Property Manager along with the following:

1. **PDF and hard copy of a scaled Site Plan (survey) detailing the following:**
  - a. Show location of house with dimensions to the lot lines.
  - b. Ten-foot minimum side yard or 10% of lot width, whichever is greater.
  - c. Do not remove living trees with a trunk diameter of 6" or larger, measured 4' above the ground, without prior written consent. **No consent for tree removal will be given without Site Plan to refer to house footprint. In addition to the site plan, it is also required that:**
    - 1) Contractors/Owners are required to physically indicate with stakes/markers on the Lot the 4 corners of the location of the house to be constructed.
    - 2) Mark any trees that are 6" or larger in diameter that are outside of the house footprint that the Builder/Owner recommends for removal.
    - 3) The ACC will approve/not approve the Builder/Owner recommendation for removal of 6" or larger diameter trees.
  - d. Show location and dimensions of driveway.
  - e. Show driveway grades (should not exceed 10%).
  - f. Show sufficient existing topography onsite and extended beyond boundary to determine preconstruction drainage.
  - g. Show current spot elevations along the top of the curb adjoining the lot.
  - h. Show existing elevations at grade of buildings on adjoining lots.
  - i. Establish elevation for top of Foundation or Finished Floor.
  - j. Show existing & proposed elevations at building corners.
  - k. Show sufficient proposed elevations to determine post construction drainage.
  - l. Show benchmark used. (NAVD 88)
  - m. Show planned retaining walls and type of construction.
  - n. Show swales and flow directions with arrows.
  - o. Lawn grades should not exceed 25% if possible.
  - p. Show proposed mailbox location and type. Provide drawing if necessary.
  - q. Show location of sanitary sewer service tap.
  - r. Show how sump for footing tile will discharge and roof drainage will be handled.
2. **PDF copy of scaled Architectural Plans detailing all intended improvements including floor plans, exterior elevations, materials, and grade elevations. Decks and patios must be indicated on the plans.**

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3. **Completed Selection Schedule.** (page 5 of this application)
4. **Receipt of sewer tap in fees paid to the FWCD.**
5. **Landscaping Approval Request completed in its entirety.** (page 6 of this application)
6. **Erosion Control Agreement.** (page 4 of this application)
7. **Insurance Document**
  - a. All contractors and builders will be required to have contractor's/builder's insurance, naming Falling Waters HOA, Inc. as an additional insured. Insurance requirement is One Million Dollars.
8. **\$1,000.00 Architectural Review Deposit.**

Architectural Review approval shall be contingent on the above requirements as well as the Architectural Control Committee's determination that architectural plans meet or exceed the requirements of the Declaration of Covenants as well as the architectural and aesthetic appearance of the development.

By submitting these forms for approval, I accept, understand, and will follow the Falling Waters HOA's Covenants and Restrictions, Rules and Regulations, and all Policies that pertain to building and understand I am subject to the Falling Waters HOA's Fee and Fine Schedule.

Owner Name: \_\_\_\_\_ (printed)

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

Builder/Contractor: \_\_\_\_\_ (printed)

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

FOR OFFICE USE ONLY							
Site Plan	Architectural Plans	Selection Schedule	Sewer Tap Receipt	Landscaping Approval Request	Erosion Control Agreement	Insurance Document	\$1,000 Architectural Security Deposit

**Date ACC received package:** \_\_\_\_\_ **Review Deadline(30 days):** \_\_\_\_\_

**ARCHITECTURAL REVIEW APPROVAL REQUEST FORM**

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**EROSION CONTROL & REFUSE AGREEMENT**

This agreement is hereby submitted for approval for the following address:

Lot #: \_\_\_\_\_

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

Erosion Control Agreement must be signed by Lot Owner and Lot Owner’s Builder and submitted to the Architectural Control Committee prior to commencement of construction improvements.

Soil erosion and resulting sedimentation are a leading cause of water quality problems in Indiana. Erosion Control is defined as the control of any and all debris from the job site or dumpsters which are located on the premises. Every phase of a construction project has the potential of contributing significant quantities of sediment-laden runoff. 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 shutdown, fines, responsibility of repairs, or cost of repairs to damaged property caused by runoff, legal fees, etc.

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

I also understand that for all building sites where no restrooms are available, the contractor shall provide and adequately secure down a portable restroom.

An adequately sized dumpster shall be present for all new home construction sites, which shall be adequately maintained, to ensure debris and refuse does not travel from the job site/dumpster to adjacent property.

I fully understand and accept the above requirements, along with the Falling Waters HOA Erosion Control Agreement.

Owner Name: \_\_\_\_\_ (printed)

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

Builder/Contractor: \_\_\_\_\_ (printed)

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

# ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

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## SELECTION SCHEDULE

*Complete in its entirety.*

Plans attached are hereby submitted for approval to the Architectural Control Committee of Falling Waters HOA for:

Lot #: \_\_\_\_\_ Site Address: \_\_\_\_\_

**Checklist:** Must be completed in its entirety prior to submission to Architectural Control Committee.

### Home Style:

**2 Story** (min 2,600 SqFt)     **Ranch** (min 2,200 SqFt)     **Ranch** – W/all Masonry Ext. (min 2,000 SqFt)

### Square Footage:

\_\_\_\_\_  
1<sup>st</sup> Floor

\_\_\_\_\_  
2<sup>nd</sup> Floor

\_\_\_\_\_  
Basement

\_\_\_\_\_  
Garage

\_\_\_\_\_ **Total Sq Footage** – Excluding Garage and Basement

### Masonry

\_\_\_\_\_  
Color

\_\_\_\_\_  
Size

\_\_\_\_\_  
Front Elevation

\_\_\_\_\_  
Side Elevations

**Siding:** all Vinyl used for home construction must be Premium Grade Vinyl – MIN of .045 thickness

\_\_\_\_\_  
Material

\_\_\_\_\_  
Color

\_\_\_\_\_  
Exposure

\_\_\_\_\_  
Location of Siding

**Eaves:** min 12" width eaves

\_\_\_\_\_  
Material

\_\_\_\_\_  
Color

\_\_\_\_\_  
Width

### Roofing:

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Material

\_\_\_\_\_  
Color

### Windows:

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Material

\_\_\_\_\_  
Other

\*Address numbers must be located in the furthest protruding area facing the street and must be easily seen from the street. Refer to Covenants and Restrictions for specific construction requirements. HOA and Architectural Control Committee reserve the right to initiate or make changes based on the best interest of the community.

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**LANDSCAPING APPROVAL FORM**

The signed Landscaping Approval Form along with a drawn-out Landscaping Plan must be submitted for review and approved in writing by the Architectural Control Committee prior to commencement of any landscaping improvements.

The plan needs to show general intentions for walkways, landscape walls, trees, etc. It also needs to show any obstacles that may affect drainage.

All submitted plans must meet the minimal landscaping requirements listed below:

1. Front, side yards and parkways shall be fully sodded.
2. Rear yard shall be sodded or seeded.
3. Show location and species of the required minimum of two (2) trees measuring a minimum of 2" in diameter, measured from 4' above the ground shall be planted on each lot.

Lots must be fully landscaped upon completion of construction as weather permits.

Landscaping shall not be delayed more than 1 year from the start of construction or 120 days following construction, whichever occurs first, without express written consent of the Architectural Control Committee.

**Sod/ other seeding methods:**

\_\_\_\_\_   
Front and Side Lawns

\_\_\_\_\_   
Rear Lawn

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

Name: \_\_\_\_\_ (printed)

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

## ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

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FOR OFFICE USE ONLY				
Item	Meets or Exceeds	Does NOT Meet	Approved	Denied
Style of Home				
Square Footage				
Siding				
Eaves				
Roofing				
Windows				
Other:				

LANDSCAPING APPROVAL				
Item	Meet or Exceeds	Does NOT Meet	Approved	Denied
Submission				
Trees				
Shrubs				
Irrigation				
Sod & Seed				
Lamppost				
Mailbox				

Architectural review has been completed.

A request to build on the lot referenced above has been:

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved with the following conditions:

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Member	Signature	Date	Approve	Deny
Michael Berta				
Ross Mangus				
Ed Hedge				
Danny Gronendyke				

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