

MILL CREEK HOMEOWNERS ASSOCIATION

P.O. BOX 1301, CHARLOTTESVILLE, VA 22902

ARCHITECTURAL PROJECT PROPOSAL

(Note: this proposal will be approved or disapproved within 30 days of receipt)

Is this a new proposal? Yes ___ No ___

FOR BOARD USE ONLY:

Application # _____

Date of original proposal _____

Date Received _____

Name of owner _____

Primary Phone # _____

Address _____

Secondary Phone # _____

Email _____

Lot number _____

Type of Work Proposed (Check all that apply)

<input type="checkbox"/> Fence (new or modified)	<input type="checkbox"/> Window(s)
<input type="checkbox"/> Porch	<input type="checkbox"/> Gutters/leaders
<input type="checkbox"/> Shutters	<input type="checkbox"/> Exterior stain (new color)
<input type="checkbox"/> Shed	<input type="checkbox"/> Repainting trim (new color)
<input type="checkbox"/> Dormer	<input type="checkbox"/> Modification to existing structure
<input type="checkbox"/> Skylight	<input type="checkbox"/> Addition to existing structure
<input type="checkbox"/> Chimney	<input type="checkbox"/> Permanent site work (walls, driveways, flagpoles, etc.)
<input type="checkbox"/> Garage	<input type="checkbox"/> Exterior installations (mechanical/electrical equipment, tanks, etc.)
<input type="checkbox"/> Door(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Roofing	

Please review any applicable architectural review guidelines at <http://millcreekhomeowners.org>

Proposal Requirements

1. Plat Plan. Provide a copy of your plat plan at a scale of 1 inch = 20 or 30 feet, showing exact location of project with respect to house, trees and other structures.

- Show distances to property lines, utility lines and easements. Show any changes to site contours.
- If project includes new or relocated fences, retaining walls, driveways or walkways, show these on the plat plan.
- Plat plan not required for new windows, doors, shingles, siding or skylights.

2. Additions and free-Standing Structures. Required drawings for building additions and free-standing structures (including prefabricated sheds) include: exterior elevations, floor and roof plan, at the scale of 1/4 inch = 1 foot or 1/8 inch = 1 foot.

- Elevations for all new or altered sides of the structure must show window and door placement, window and door style and trim, eaves and overhangs, corner boards, roof style and pitch and finish materials (e.g. cedar siding, Hardiplank, brick facing on exposed foundation, etc.)
- Drawing must be labeled with all dimensions (e.g. window height and width, length and height of exterior walls). See sample drawings at <http://millcreekhomeowners.org> for guidance. The floor plan, roof plan and elevations for an addition must show how the addition connects to existing house or structure.

3. Decks. Required drawings for decks include: floor plan and at least two elevations, showing railings, skirting, posts, steps, gates, pergolas, or other elements, at a scale of 1/4 inch = 1 foot.

4. Fences and Walls. Required drawings for fences and walls, including retaining walls: a drawing at 1/4 inch = 1 foot, showing the dimensions, style and materials of the fence or wall, including gates, gate posts and corner posts.

5. Additional Submissions. We encourage submission of photos, manufacturer's literature and samples of materials to assist in describing the project.

6. Written Description. Write a brief description of the project on page 3, including information such as stain and/or paint colors, paving materials, etc.

7. Miscellaneous Questions.

Yes No Will trees larger than 3-inch diameter be affected or removed? If yes, show on plat plan.

Yes No Will digging or excavation be involved? (Call Ms. Utility at 1-800-552-7001)

Yes No Will storm water systems be affected? Describe methods to minimize impact to drainage.

Yes No Will soil be moved? Describe methods to minimize impact of any soil movement.

Yes No Is a County building permit required? Call 434-296-5832 to find out.

Yes No Will contractor be used? Provide name/address and phone# for contractor(s) below:

Please send this proposal and supporting materials to:
Mill Creek HOA, Attn: Architectural Review Committee, P.O. Box 1301, C'ville 22902
If possible, notify a Board or Architectural Review Committee member via Email that your proposal has been mailed. Email addresses are available at: <http://millcreekhomeowners.org/board>
***** Keep a copy of all materials sent for your records! *****

Space Below for Architectural Review Committee Use ONLY

___ Approved ___ Disapproved ___ Approved with conditions ___ Revise and Resubmit

Remarks and Comments:

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Final Inspection conducted by _____ **Date** _____

Yes No Completed as approved? **Final Inspection Remarks and Comments:** _____

PROJECT DRAWING (Scale 1/4 inch = 1 foot or 1/8 inch = 1 foot)

