



The Village in Burns Harbor Architectural Review Modification Review Instructions

A Modification Review by the Village Architectural Review Committee (VARC) is required for all exterior changes, as per the Declaration of Covenants, Codes, and Easements Chapter 3.2. Submission requirements and fees vary based on the type of modification requested. Applicable documentation and fees must be submitted prior to review. Refer to the Village Design Code for specifications and requirements. Any questions on the requirements can be directed to the property manager whose contact information is listed below.

Allow a minimum of ten (10) business days for the review application to be considered.

Fees:

Any exterior alteration of an existing structure or landscaping including, but not limited to color, siding, windows, doors, trim, or telecommunication devices:	Documentation No Fee
Addition of an exterior, detached improvement including, but not limited to fencing, outdoor spa, shed:	Documentation No Fee
Any exterior alteration that affects the existing structure, including, but not limited to room additions, dormers, enclosing porch, deck, patio, attached or detached garage:	Full documentation \$200.00 review fee
Reconstruction of a residence that is not an exact duplicate of the original structure:	Full documentation \$400.00 review fee

Required Documentation:

- Description of alteration, including measurements, and materials to be used.
- Current site plan and proposed site plan
- Scaled drawings and/or landscaping plans
- Photographs of existing conditions
- Notations of changes to be made

This information must include the nature, kind, shape, height, and color of materials to be used, the location on the property and dimensions of the project.

Complete and return to:

Village in Burns Harbor Property Owners Association
Colin Welsh, Property Manager
1st American Management Co., Inc. AMO®
3408 Enterprise Avenue Valparaiso, IN 46383
Phone: (219) 464-3536 ext. 328
Email: cwelsh@1stpropertymanagers.com

It is your responsibility to ensure that your project is completed in accordance with the VARC approved plans and specifications. For the owners' benefit, it is recommended that contracts require the contractor to build in accordance with plans and specifications approved by VARC. Receipt of VARC's 'Certificate of Completion', indicating compliance with the approved plans and specifications should be a condition of final payment on the contract. Commencement of building without POA/VARC approval will result in a stop work order and a \$50.00 per day fine which will be assessed against the property while it is out of compliance. The property lien must be released before a title policy is issued.

**The Village in Burns Harbor Architectural Review
Modification Review Form**

APPLICATION DATE: _____

PROPERTY OWNER(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPOSED STARTING DATE: _____

PROPOSED COMPLETION DATE: _____

DESCRIPTION OF MODIFICATION: Attach pages as necessary to provide complete detail.

ESTIMATED COST OF PROJECT:

Any changes to the project in this application shall be submitted in writing to the Village in Burns Harbor Architectural Review Committee for approval prior to commencing work.

YES	NO	N/A	
			I/We have read the appropriate Design Code Guidelines
			I/We have included a Site Plan depicting all changes
			Completed project will be visible from the street
			Completed project will be visible from the alley
Check any that apply:			<input type="checkbox"/> Corner Lot <input type="checkbox"/> Project already started/completed

Failure to comply with the Declaration of Codes, Covenants, and Easements, including the Village Design Guide and approval of the VARC will result in action by the Village in Burns Harbor Property Owners Association Board.

I/we assume responsibility for any and all damages by our contractor or us to adjacent lots or common areas.

Owners
Signature(s): _____ Date: _____

_____ Date: _____

Village Architectural Review Committee Action:

_____ Approved _____ Denied _____ Date

VARC Representative Signature: _____ Date: _____