



The Village in Burns Harbor Architectural Review New Construction Review Instructions

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

Allow a minimum of fifteen (15) business days for the review application to be considered.

New Construction custom plan: Plan to be approved for single location in Village	Review fee: \$400.00 Documentation: Site plan, construction drawings, landscape plan, material selections
New Construction Pre-approved plan: Plan to be approved for potential multiple locations in Village	Review fee: \$200.00 Documentation: Construction Drawings Material selection options to be considered
New Construction plan approval using pre-approved plan: Pre-approved plan for construction on a specific lot in Village	Review fee: \$200.00 Documentation: Pre-approved plan, site plan, landscape plan, material selections
Mailbox:	Fee: \$200 per address Payable prior to review

Required Documentation:

- Lot Location, owner, builder
- Full construction plans
- Engineered Site plan
- Material selections including brand, color, sizes and options to be considered (pre-approvals).
- Landscaping plans

This information must include the nature, kind, shape, height, and color of materials to be used, and must meet the requirements of the current Village Design Code.

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. The VARC may inspect projects at any time. 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 \$2500.00 fine which will be assessed against the property. The property lien must be released before a title policy is issued.



The Village in Burns Harbor Architectural Review New Construction Review Form

APPLICATION DATE: _____

PROPERTY OWNER(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BUILDER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PROPOSED STARTING DATE: _____

PROPOSED COMPLETION DATE: _____

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	
		I/We have read the appropriate Design Code Guidelines
		I/We have included a Site Plan
		I/We have included Construction Drawings
		I/We have included Material Selections
		Builder has been approved
		Review Fee Paid Amount:
		Mailbox Fee Paid
Check any that apply:		<input type="checkbox"/> Corner Lot <input type="checkbox"/> Alley load lot <input type="checkbox"/> Street load lot <input type="checkbox"/> Single Use Plan <input type="checkbox"/> Plan for pre-approval <input type="checkbox"/> Project with pre-approved plan



The Village in Burns Harbor Architectural Review New Construction Review Project Information

Builder Contact: _____
Phone & Email: _____

Project Location: Lot Number _____ Address _____

- Submission Type:
- Complete Plan Review
 - Full construction plans
 - Site plan
 - Material selections including brand, color, sizes to be used
 - Landscaping plans
 - Pre-approved Plan Review Plan ID: _____
 - Full construction plans
 - Material options including types, styles, sizes to be available
 - Options to be reviewed with pre-approval
 - Project with Pre-approved Plan Review: Plan ID: _____
 - Site plan
 - Material selections including manufacturers, colors, sizes to be used
 - Landscaping plans

Cladding Type and Exposure: _____

Cladding Manufacturer and Color: _____

Exterior Trim Type: _____

Exterior Trim Manufacturer and Color: _____

Accent Description and Colors (if applicable): _____

(Use other side as needed) _____

Roofing Type and Style: _____

Roofing Manufacturer, Style, and Color: _____

Decorative Masonry Finish Type: _____

Decorative Masonry Finish Manufacturer and Color: _____

Window Grill Pattern(s): _____

Options to be used (pre-approved plans only): _____

