

EXHIBIT C

**THE VILLAGE
IN
BURNS HARBOR**

THE VILLAGE DESIGN CODE

EFFECTIVE MAY 21, 2013

REVISED OCTOBER 11, 2018

REVISED MARCH 11, 2021

REVISED FEBRUARY 10, 2022

The Village Design Code

The Village Design Code is provided by the Association for use by owners, builders, architects, landscape architects, landscapers, and remodelers. The Village Design Code is designed to give a comprehensive but not exhaustive listing of items that the Village Architectural Review Committee (VARC) will use in reviewing any property design review submittal. Architectural definitions and drawing submittal requirements to the VARC can be found in the glossary located at the end of this Code. The Village Architectural Review Committee retains right of final approval on any construction.

Structures constructed prior to the adoption of the current revision of the Village Design Code may not reflect the requirements of the current version and need not be modified to adhere to subsequent revisions. Any proposed changes to existing conditions (building or landscape) shall adhere to this revision.

All construction or modifications must be constructed and/or installed as approved by the Village Architectural Review Committee.

Glossary

Unless otherwise stated, the following words and terms shall for the purposes of this Design Code, have the meanings shown in this glossary. Where terms are not defined in this glossary, such terms shall have ordinarily accepted meanings such as the context implies.

1. **As-Built Survey:** A professionally executed drawing that shows the EXISTING dimensions and conditions of a building, space, or area.
2. **Band Board:** A flat horizontal trim board located at the base of an exterior wall; sometime called water table board.
3. **Board and Batten:** A siding and paneling style that uses narrow strips of wood placed over the joints of wide boards for a geometric, layered effect.
4. **City Walk:** The sidewalk installed parallel to the street connecting lots.
5. **Cladding:** The protective material attached to the exterior side of a wall of a house or building, often called siding.
6. **Close-In:** The point at which the roof is completed, and doors, and windows have been installed.
7. **Corner Board Trim:** The outer corner trim to seal off siding and wall edges
8. **Dropped Beam:** An architectural/structural component supporting the roof joists, which extends below the soffit line or porch ceiling.
9. **Easement:** A legal right to occupy or use another person's land for specific purposes.
10. **Eave:** The overhanging area of the roof that extends beyond the house to keep rainwater away from the lower part of the home.
11. **Fascia Trim:** A board used to cap the end of roof rafter tails. Rain gutters are typically attached to the fascia board.
12. **Finished Floor:** The uppermost surface of a floor once construction has been completed but before any finishes or floor coverings have been applied.
13. **Frieze Board Trim:** A flat, horizontal trim board located at the top of an exterior wall located just below the soffit.
14. **Ganged, Mullied, or Paired Windows:** A window unit containing two or more single windows joined together.
15. **Head Height:** The height at which the top of a door or window opening is rough framed above the finished floor elevation for that floor level.
16. **Lap Siding:** A long narrow board with one edge thicker than the other, overlapped horizontally to cover the outer walls of frame structures.
17. **Parging:** A cementitious coating that is not color tinted and has a stucco type texture and finish. The natural color is cement gray. The coating is applied to the visible (above-grade) portion of a home's foundation walls. It may be applied to both poured-concrete and concrete-block foundations to hide surface imperfections, marks from formwork and the like, so its role is essentially decorative.
18. **Roof Dormer:** An extra wall area that extends out from the roof plane often containing a window.
19. **Setback:** The minimum horizontal distance between the line of a building measured at the wall of the building which is closest to the property line and said property line.
20. **Shake Shingle:** Siding made from shakes, pieces of wood split from a log. In addition to traditional wooden shakes, it is also possible to find vinyl shakes.
21. **Soffit Trim:** The horizontal trim below a roof overhang or eave.
22. **Street Trees:** Trees that are planted in a green lawn strip (tree lawn) between the top of curb of a street and the public sidewalk that parallels the street.
23. **Street Right of Way:** The legally defined edge of a public thoroughfare which is most often the front property line of a property that abuts the back edge of a public sidewalk.
24. **Sub Rake Trim:** A trim board that parallels and is below the main rake trim board trim. The sub rake is typically mounted to the top of a gable wall while a rake trim is typically located on an overhanging rake rafter board.
25. **Window Mullions:** Trim that divides a window sash into smaller segments often called window grids.

26. Window and Door Surround Trim: Trim that wraps the perimeter of window and doors which consists of a defined head (top of window or door) trim; jamb (sides of window or door) trim and sill (bottom of window) trim.

Design Requirements for the Village in Burns Harbor

1. Site Design

- a. A site drawing created by a professional engineer licensed in the State of Indiana drawn to an engineering scale shall be submitted to the VARC.
- b. This site drawing shall locate all building(s) on the lot.
- c. The site drawing shall show dimensions from the structure(s) to all four sides of the lot.
- d. The site drawing shall also locate and dimension all hardscape elements including drives, all sidewalks, including the sidewalk from the front entry to the back of the street curb, patios, decks, and porches.
- e. The city walk shall be positioned parallel to the street with the street side edge placed 6'-6" from the inside of the concrete curb unless an existing sidewalk has established placement on neighboring lots.
- f. If an existing sidewalk condition is in place, the sidewalks shall align.
- g. A sidewalk shall extend from the front entry to the back of the street curb.
- h. The first-floor elevation of the principal structure on a lot shall be stated on the plot plan indicating that the first floor of the structure will be built a minimum of 3'-0" to a maximum of 5'-0" above top of curb of the front street.
- i. ALLEY LOADED LOTS: (garage doors facing the alley)
 - i. Front building setbacks on alley lots are required to be a minimum of 10'-0" from the street right of way but shall blend with existing structures built along the street.
 - ii. Rear setbacks on alley lots will vary per site easement conditions but a consistent electric and utility easement of at least 7'-0" deep will occur on all alley loaded lots.
 - iii. Alley lot side yard setbacks are recommended to be 5'-0" minimum for primary structures and 3'-0" minimum for secondary structures.
 - iv. Other situations and setbacks may be considered on a case-by-case basis.
 - v. Side yard setbacks shall not be less than required by local and State codes for fire rating compliance and will be the responsibility of the builder to maintain such compliance.
- j. FRONT LOADED LOTS: (garage doors facing the front street)
 - i. Front building setbacks on front loaded lots are required to be a minimum of 10'-0" from the street right of way to the main structure and 20'-0" to the face of garage from the back of street right of way.
 - ii. Porches may be considered as part of the main structure of the home.
 - iii. Rear setbacks on front loaded lots shall be a minimum of 20'-0".
 - iv. Front loaded lot side yard setbacks are recommended to be 5'-0" minimum.
 - v. Other side yard setbacks may be considered on a case-by-case basis.
 - vi. Side yard setbacks shall not be less than that required by local and State codes for fire rating compliance and will be the responsibility of the builder to maintain such compliance.
- k. CORNER LOTS:
 - i. The side yard of a corner lot facing a street shall be treated as a front yard following requirements of front building setbacks.
 - ii. Refer to details for Front Loaded lots and Alley Loaded lots.

2. Architectural Design

- a. Standards:
 - i. Submitter is to adhere to current editions of The State of Indiana Building and Energy codes, Burns Harbor town code, and the Village in Burns Harbor Design Code.
 - ii. Submitter is encouraged to build to a certified Green Building Standard of choice.
- b. Repetition of home plans and color palettes:
 - i. In keeping with the character of the neighborhood and in consideration of blended streetscapes, the predominance of any one model, color, or color palette on a streetscape or in an area will not be permitted.
 - ii. House plans:
 1. The same house plan or model shall be separated by two (2) lots on the same side of the street.
 2. The same house plan will not be allowed directly across the street.
 3. The same house plan may be allowed on two adjacent lots if significant changes have been made to the house style, façade, roof pitch, and exterior materials to the satisfaction of the VARC.
 - iii. Color Palettes:
 1. All exterior color palettes will be approved on a lot-by-lot basis.
 2. Color palettes include siding, trim, and roofing.
 3. Colors will not be duplicated on adjacent lots or directly across the street.
 4. Roofing color may be duplicated directly across the street and on no more than two adjacent lots.
 5. Accent colors including but not limited to shutters and entry doors shall be submitted with the color palette.
 6. The VARC reserves the right to approve or disapprove any color scheme.
- c. Foundation Exposure:
 - i. The front edge of the foundation facing the street shall be faced with a decorative masonry finish appropriate to the architectural style of the building being built.
 - ii. Such decorative finishes shall include but not be limited to stone veneer, brick, stucco, or parging as approved by the VARC.
 - iii. If other decorative finishes are proposed, the VARC has the option of considering their merit on a case-by-case basis.
 - iv. Other materials must have a physical sample available prior to consideration by the VARC.
 - v. The street facing edge of the masonry foundation wall shall have a minimum of 1'-4" of vertical exposure above finished grade.
 - vi. This exposed foundation wall shall be finished in a decorative finish described in item 2-c(ii) above.
 - vii. On mid-block lots, the decorative foundation finish shall be returned around the front corners of the structure a minimum of 4'-0".
 - viii. On corner lots the decorative foundation finish shall be returned down the entire side of a corner lot structure, including the garage, when said side of structure faces the side street of the corner lot.
 - ix. For front loaded, mid-block lots (garage facing street), the front of the garage shall be faced with a decorative masonry finish, returning a minimum of 4'-0".
 - x. On front loaded, corner lots (garage facing street), the front of the garage shall be faced with a decorative masonry finish that shall be returned down the entire side of a corner lot structure when the side faces the side street.

- xi. For front loaded lots (garage facing street) when the garage is attached to the home structure, the masonry finish shall be installed on the area extending between the front of the house and the garage for the minimum 1'-4" vertical exposure. The entire exposed vertical wall between the two furthest points of the front elevation shall have the minimum vertical 1'-4" finish described above.
 - xii. For front loaded lots (garage facing street) where the garage is detached from the home, the masonry finish shall follow the requirements outlined in x and xi above for both the home and detached garage.
- d. Porches:
- i. Porches are required on front elevations of buildings.
 - ii. Porches shall be elevated as the first-floor elevation of the structure described in 1 Site Design item h to give a sense of privacy to the street.
 - iii. Porches should be flush with the main floor of the home, but no more than 4" below the first-floor finished floor elevation.
 - iv. All steps shall have closed risers.
 - v. The area between the porch and the finished grade shall be screened in a manner appropriate to the architectural style of the home.
- e. Roof Slopes and Overhangs:
- i. Minimum roof slopes on front to back roof pitches shall be 7/12.
 - ii. Minimum roof slopes on side-to-side roof pitches shall be 10/12.
 - iii. Side to side roof pitches lower than 10/12 may be considered by the VARC if lower pitch is appropriate to the architectural style of the building being submitted.
 - iv. Any variations of roof slopes must be specifically approved by the VARC.
 - v. Variation of roof slopes for shed roof dormers and porches will also be considered by the VARC if appropriate to the architectural style of the building.
 - vi. Roof overhangs of no less than 12" are required.
- f. Wall Heights
- i. Main floor ceilings shall be a minimum of 9'-0" above finished floor (nominal heights)
 - ii. Upper levels ceiling shall be a minimum of 8'-0" above finished floor (nominal heights)
- g. Exterior Doors and Windows:
- i. All main floor window and door head heights shall be a minimum of 8'-0" above finished floor (nominal heights) and must align.
 - ii. All upper-level window and door head heights shall be a minimum of 7'-0" above finished floor (nominal heights) and must align.
 - iii. Doors
 - 1. All exterior doors shall have matching head heights for their respective floor levels.
 - 2. Matching head heights on all exterior doors shall be achieved by transoms or oversized doors-
 - 3. Trim applications above the doors may be considered on a case-by-case basis. as an option to match taller head heights.
 - 4. When requested for matching head heights, trim detail specifications must be submitted to the VARC for consideration prior to approval.
 - iv. Windows
 - 1. All windows shall have matching head heights for their respective floor levels.
 - 2. All windows, including ganged windows, shall have a vertical proportion, appearing taller than wide.
 - 3. All windows on all sides of the home shall have window mullion patterns appropriate to the architectural character of the structure.

h. Exterior Materials:

- i. All materials must be submitted to the VARC and are subject to VARC approval.
- ii. Material submissions must include manufacturer, product line, gauge or thickness, and color selections.
- iii. Cladding:
 1. Exterior wall materials above the decorative foundation wall finish may include lap siding, board-and-batten, and shake shingle styles.
 2. Exterior wall materials above the decorative foundation wall may include fiber cement, composite, or vinyl of .46 gauge or greater thickness.
- iv. Masonry Wall Materials:
 1. All proposed masonry materials shall be submitted to the VARC for review and approval.
 2. Masonry wall materials such as stone, brick, and manufactured stone may be considered in areas above the foundation of the building as appropriate to the architectural style of the structure.
- v. Roofing Materials
 1. Metal roofing materials shall be considered only on architectural accent elements of a home.
 2. Only low reflective metal roofing materials and colors will be considered.

i. Exterior Trim Elements:

- i. All front, side and rear building eaves shall be composed of fascia trim, soffit trim, and sub rake or frieze board trim at a minimum.
- ii. All such trim elements (as stated in i(i) above) shall be of a size and detail appropriate for the architectural style of the structure.
- iii. All such trim applications (as stated in i(i) above) shall be consistent on all faces of the building as appropriate for the architectural style of the structure.
- iv. All buildings will have corner board trim as appropriate for the architectural style of the building.
 1. Corner board trim shall be no less than 4" minimum on both sides of corner.
 2. Interlaced lap siding or shake shingle corners will be considered if appropriate to the style of the structure.
- v. All buildings shall be articulated at their siding base (just above the foundation wall) with a band board trim detail of a scale and detail appropriate to the architectural style of the building, but no less than 8" minimum.
- vi. Window and door surrounds are required on all windows and doors.
- vii. Window and door surrounds shall be articulated with head, sill and base trim appropriate to the architectural style of the building.
- viii. Porches shall have a dropped beam, in scale and style appropriate to the architectural style of the structure.
- ix. Porches shall have detailed columns appropriate in scale, style, and position to the architectural style of the structure.
- x. The VARC may specify additional trim requirements, if necessary.
- xi. Additional trim elements such as brackets, crown molding, etc. are encouraged as appropriate for the architectural style of the structure.

j. Garages:

- i. Garage structures shall maintain the same design, material palette and color as the main home structure.
- ii. Garage wall heights shall match the home.
- iii. For detached garages, an 8'-0" minimum wall height may be considered.
- iv. Garage doors shall be a style appropriate to the architectural style of the home.
- v. Garage doors on front loaded lots shall include glass in a design appropriate to the architectural style of the house.
- vi. For corner lots, a side load garage may be considered if the garage wall is offset 10' back from the primary house side wall line.
- vii. When an attached garage wall faces the side street, a window or other architectural detail is required to break up the garage wall face.

k. Sheds

- i. Sheds in a design appropriate to the style of the house may be considered.
- ii. Cladding and roofing material for sheds shall be similar to the primary structure.

l. Sidewalks:

- i. Sidewalks shall be concrete.
- ii. An entry walk is required from the porch to the street.

m. Driveways and Parking Pads:

- i. Concrete driveways are required.
- ii. Sight lines along alleys must be kept clear.
- iii. Parking pads may be considered for off-street parking.
- iv. If a parking pad is proposed, it must be shown on the site plan.
- v. Parking pads may be concrete or gravel. Materials other than asphalt may be considered on a case-by-case basis.
- vi. If a gravel parking pad is proposed, a gravel base of no less than 4" is required.
- vii. Anything located on a parking pad must not block clear sight lines along an alley.
- viii. All parking pads are subject to the Town of Burns Harbor code.

n. Mailboxes:

- i. Mailbox placement and type shall be standardized.
- ii. The POA will contract for the initial mailbox installation of each address.
- iii. The cost of the mailbox is the responsibility of the builder of each new construction or in their absence, the homeowner.
- iv. A standard size, regulation black metal mailbox shall be used.
- v. Mailboxes shall be fixed to a wood base plate prior to fastening on the designated white posts provided by the POA.
- vi. The mailbox door shall display the address numbers in 1" black vinyl numbers with white background above the street name.

o. Miscellaneous

- i. Inground and above-ground swimming pools may be considered if they are in compliance with the Town of Burns Harbor code.

p. Satellite dishes, Antennae, or other Telecommunication devices

- i. Satellite dishes, antennae, or other telecommunication devices may be installed on the roof of a home, garage, or shed.
- ii. Satellite dishes, antennae, or other telecommunication devices must be located behind the main home structure.
- iii. On corner lots, the equipment must be located on the side away from the public street.

q. Solar Installations

- i. Solar installations may be considered for installation by the VARC on a case-by-case basis.
- ii. All installations must meet applicable local and state fire, safety, building, and electrical codes and ordinances, and applicable licensing.
- iii. All solar installations in the Village in Burns Harbor shall be limited to rooftop solar.
- iv. Solar installations shall be designed to minimize visual impact from the streets, neighboring lots, and the community to the best extent possible.
- v. In the Village in Burns Harbor, solar installations shall avoid the primary public street view.
- vi. Solar panels, collectors, and solar heat exchangers shall be flush mounted to the roof.
- vii. Only non-reflective solar panels, or solar panels with an anti-reflective coating shall be considered.
- viii. Any equipment related to the panels, including supporting equipment and batteries, shall be inside the home or garage or in an enclosed structure, subject to architectural review.
- ix. The exterior disconnect shall be plainly in view and accessible for emergencies. Location of disconnect to be part of submitted plans and reviewed by the local fire department for compliance.
- x. All ground-mounted equipment shall be concealed from the street, alley, common areas, and neighboring property using structure, vegetation, or fence.
- xi. All exterior plumbing lines or electrical conduit shall be painted to match the color of adjacent roof materials and walls upon system installation completion.
- xii. Aluminum trim, if used, shall be anodized or otherwise color treated to blend into the surroundings as much as possible.
- xiii. An illustrated brochure or electronic presentation of the proposed solar unit, depicting the materials to be used, shall be provided with the modification request.
- xiv. A scaled site plan indicating the location of all structures, and proposed installations shall be included.
- xv. Detailed installation plans shall be submitted with the Modification review request. These plans must show:
 - 1. the location and number of collectors,
 - 2. elevations showing the height of the units,
 - 3. the attachment to the roof structure,
 - 4. the orientation of the solar panels,
 - 5. the location of exterior system components,
- xvi. All installations shall have an isolated backup system equipped with rapid shutdown.
- xvii. All ground-mounted equipment shall be within all setback lines.
- xviii. No equipment or installations shall be allowed in any utility easement.
- xix. Solar panels and collectors shall be installed without deviation as outlined in the Modification application and approval.

3. Fencing

- a. Decorative and privacy fencing shall be approved by VARC and shall be installed as approved.
- b. Fencing should not be installed in or across recorded easements.
- c. Fencing shall not block sight lines along alleys or streets.
- d. Vinyl fencing material must be at least .030 gauge and of an appropriate color. It is the owners' responsibility to provide information on any comparative material measurements.
- e. Other fencing materials may be submitted for review by the VARC if the material is the equivalent of at least .030 gauge.
- f. For front yard fencing, white 30" high, traditional picket fencing with pickets projecting above the top rail will be the accepted standard fence design.
- g. Ornamental post caps will be required on front yard, picket fencing.
- h. Front yard picket fencing may be placed 5'-0" from the back of the sidewalk.
- i. On corner lots, white picket fencing may be placed 5'-0" from the back of the sidewalk on the side yard that faces the street.
- j. Privacy fencing shall be at least 4'-0" behind front of building, unless a picket fence utilizing the design requirements found in item 3f above is desired.
- k. On corner lots, side yard privacy fencing shall be placed at least 15'-0" from the back of sidewalk on the side-yard that faces the side street.
- l. Rear yard fencing may be a continuation of the front picket style fence in either a 36" or 48" height in white, or a 6'-0" high privacy style fence with ornamental post caps.
- m. On mid-block lots, side yard fencing may be used from the transition point which is located 4'-0" behind the front of the house structure.
- n. On mid-block installations, a 6'-0" high privacy fence style with ornamental post caps or 6'-0" privacy style fence with the top portion being open lattice will be acceptable.
- o. Other fencing styles and materials may be submitted for review by the VARC if the material is the equivalent of at least .030 gauge and of an appropriate color. Submitter must provide material equivalency information.
- p. For mid-block lots, side yard fencing installations in adjoining lots shall be placed a minimum of 3' from the property line.
- q. A property owner may request approval from the VARC to install fencing on the property line after obtaining a written, signed agreement with the adjoining property owner.
- r. No property owner is obligated to agree to have fencing installed on the property line.
- s. If a fence will be installed on the property line, the property line must be verified by means of survey pin locations or a legal as-built survey of the property.
- t. As per the Town of Burns Harbor code, fence posts must be installed on the inside of the fence.
- u. The adjoining property owner may request a future fence installation abutting the existing fence.
 - i. If approved, the second fence must have corner posts.
 - ii. The space between adjoining corner posts must be narrow enough to prevent animals from passing between the posts and be shielded with appropriate landscape material.
- v. A continuous, permanent hedgerow or flowerbed will be required to be planted along the base of the privacy fence on the faces of the fence line that face the front, side street, or alley.

4. Landscaping

- a. Landscaping should be limited to planting beds at the base of a building in front yard areas.
- b. When a structure is on a corner lot, the side yard facing the side street shall also have landscaping limited to foundation planting beds at the base of the structure.
- c. The landscaping is to abut the base of the house and prevent the sod from touching the base of the house.
- d. If a planting bed is preferred at the edge of the front yard behind the public front sidewalk, planting shall reinforce the public edge of the walk in a uniform manner.
- e. Decorative fences no more than 30" high may be used in lieu of this landscape edge next to the public walk or in concert with the planting area described in 4d above.
- f. Landscaping in front yards shall at a minimum contain no less than nine (9) two-gallon container plants and/or 24" balled and burlap shrubs, as well as one (1) flowering, shade or evergreen tree of 1 ½" diameter trunk size.
- g. Landscaping on corner lots shall include the minimum materials listed for front yards plus at least one container or balled plant of the sizes indicated above per every four linear feet of street frontage.
- h. Landscape planting beds on corner lots shall extend to at least the back corner of the home.
- i. Required landscaping materials must be hardy or perennial varieties expected to live from season to season.
- j. Whenever possible hardy native, or near-native species are encouraged.
- k. Invasive species are not to be selected.
- l. Street trees shall be placed in the tree lawn area between the street back of curb and the public walk that parallels the public street at a 40'-0" on center spacing along a public street.
 - i. Existing tree placement is to be considered, with no less than one street tree per lot.
 - ii. Wherever possible the 'starter' tree on a block shall be positioned no less than 30' from the corner curb point.
 - iii. Street trees shall be selected from the current Village in Burns Harbor street tree list.
 - iv. Street trees shall have a minimum 2" caliper trunk 12" above root flare of the base at planting.
- m. If privacy style fencing is proposed in the rear property areas, the sections of the fence that will be in public view (not adjacent to the next property) shall have a continuous permanent hedgerow or landscape bed planted along its base to soften the stark privacy fence line.
- n. Landscape materials, including street trees, shall be maintained to not encroach on the public space, including sidewalks and the public street.
 - i. Tree branches, including leaves, shall be no less than 7'-0" above the sidewalk.
 - ii. Plant materials, not including sod or turf grass, must be planted at a distance of 2'-0" from the public sidewalk at the base of the plant.
- o. Conditional Certificate of Occupancy for New Construction
 - iii. When landscaping cannot be completed prior to occupancy, and an official conditional certificate of occupancy has been issued by the Town of Burns Harbor, a builder or homeowner is required to provide an additional security to the VBH Property Owners Association in the amount of \$10,000.

- i. This security may be in the form of a bond made to the Village in Burns Harbor Property Owners Association or a check in the same amount which will be deposited into an escrow account held at 1st American Property Management.
- ii. If a check is deposited, it is refundable upon satisfactory completion of landscaping requirements.
- iii. If landscaping is not completed in a satisfactory manner, the funds will be forfeited.

5. Maintenance, Modifications, and Remodeling:

a. When to seek VARC review:

- i. VARC review is not required when performing maintenance of the original structure in the original color palette of siding, trim, and roofing.
- ii. VARC review is required for any exterior remodeling project that:
 1. Includes changes that can be seen from a public area, such as the street, alley, or parks including but not limited to color palette changes, fencing, sheds, and landscaping.
 2. Requires a building permit.
 3. Includes changes to the exterior footprint or color of the originally approved construction.
 4. Includes changes to the original approved anchor landscaping, including minimum planting requirements.
- iii. Review documents and instructions for submission are available on the POA website:
- iv. Review requests shall be submitted to 1st American Property Management.

b. Exterior Color Changes:

- i. VARC review is not required if the home is repainted with the originally approved color palette.
- ii. There is no 'pre-approved' color list.
- iii. Changes in the color of the house entry door do not require a VARC review.
- iv. Changes in the color of exterior trim, siding, or roofing require a VARC review.
- v. Color changes shall be selected to avoid repetition of nearby homes' color palettes.

c. Site Plans:

Some project reviews require a site plan depending on the project.

- i. For modifications that include a permanent structure or installation:
 1. A site plan is required.
 2. Placement of new installation must be shown on the site plan.
 3. All distances to property lines and existing structures must be noted.
 4. The new structure or installation must be able to be verified to be built as per the submitted site plan drawings when inspected.
- ii. The property lines must be verifiable.
- iii. A professional survey may be required at VARC discretion.

d. Landscaping

- i. Review is not required when adding to the original anchor plantings in such a way that the original design is maintained, such as when adding annuals or perennials to the plantings.
- ii. Review is required when changes are made to the original anchor plantings.
- iii. When re-landscaping changes the original anchor plantings, the requirements of Section 4 Landscaping must be followed.

e. Mailbox Replacement:

- i. When replacing a mailbox, a standard size, regulation black metal mailbox as determined by the POA board shall be used. If in doubt, please contact 1st American Management.
- ii. Mailboxes shall be fixed to a wood base plate prior to fastening on the posts.
- iii. The mailbox door shall display the address numbers in 1" black vinyl numbers with white background above the street name.

Drawing Submittal Requirements for the Village in Burns Harbor:

The following documents shall be submitted to the Village in Burns Harbor VARC for review. Electronic copies are preferred (PDF's). If electronic copies are not available, (4) copies of the documents in 11x17 paper size minimum are required for filing.

1. A to-scale engineered site drawing locating the home on the lot and showing dimensions of the structure(s) to all four sides of the lot is required.

The drawing shall indicate:

- a. The drive location and design as well as the sidewalk locations and design.
 - b. The first floor of the structure will be built a minimum of 3'-0" to a maximum of 5'-0" above top of curb of the front street.
 - c. The site plan shall indicate that the grade of the front yard will be elevated as much as possible (up to 2'-0" above sidewalk) to give a raised dooryard to the front of the property.
 - d. When constructing slab on grade units instead of a crawl or basement condition, the finished floor elevation of the first floor shall be a minimum of 3'-0" above top of curb.
2. Noted and dimensioned floor plan(s) indicating window sizes and structural information necessary to construct the home.
 3. Noted and dimensioned foundation plan indicating materials and structural information necessary to construct the home.
 4. Noted and dimensioned exterior elevations of the home rendering all exterior faces of the home and any garage structures if part of the application.
 - a. These drawings shall indicate:
 - i. wall heights,
 - ii. window and door installation heights,
 - iii. window configurations,
 - iv. mullion patterns in windows,
 - v. materials to be used.
 - b. All trim element sizes shall be identified on the elevation drawings.
 - c. The elevations shall also indicate that the first floor, whether on a crawl space or a basement, is elevated above grade a minimum of 3 feet to a maximum of 5 feet above top of curb, with a minimum vertical foundation exposure on the front face of 1'-4".
 - d. Exterior elevations that may be hidden by other structures such as a detached garage or bump out must be documented.
 5. A wall section shall be submitted indicating structural information necessary to construct the home as well as indicating all materials that will be part of the wall construction.
 6. All exterior materials shall be submitted for review.
 7. Color selections shall be submitted for all exterior materials to ensure that neighboring building colors around the proposed construction will be compatible.
 8. Garage structures shall maintain the same design and material palette and color as the main home structure.
 9. If fencing will be part of the submittal, the color and style shall be submitted along with a site plan indicating the location of the fence. If a mix of styles will be used, the location of the different styles shall be noted on the site plan.

10. A landscape plan shall be required prior to 'close-in' of the house, conforming to the minimum landscape design guidelines for mid-block or corner lot conditions as is appropriate for the lot being submitted for review.
11. Builders may submit plans for pre-approval as outlined in the Builder pre-approved plan review policy.
12. If the VARC approves the aforementioned documents subject to conditions, the Submitter shall resubmit the required documents with revisions to the VARC for approval.