

**BURGUNDY OAKS SUBDIVISION
ARCHITECTURAL CONTROL INFORMATION FACT SHEET AND CHECKLIST**

All construction in Burgundy Oaks Subdivision is subject to approval of an Architectural Control Committee (ACC). The plans for such construction must be submitted and approved in advance of any construction. The lot owner is required to submit one set of all plans and specifications, which will be retained by the ACC. Each lot is required to utilize the ACC approved front yard light and mailbox; this is provided at cost (\$600) paid to the Developer at closing. ACC approval must be obtained prior to any changes or additions to the plot plan, architectural design, outbuilding, fencing, pools, decks, gazebos, etc.

Below is a list of minimum requirements for submitted plans. Plans not meeting these minimums will be returned without being submitted to the ACC.

MINIMUM REQUIREMENTS FOR PLANS

- A. **Submittal of ACC Approval Request form.**
- B. Plot or site plan—this plan should show:
 - 1. Actual lot size to scale with dimensions.
 - 2. Actual house shape to scale with dimensions to lot lines.
 - 3. Location and layout of all drives, walks and yard lights.
 - 4. Easements and setbacks from the subdivision plat.
 - 5. On site drainage plan.
- C. Elevations—Submit professionally drawn elevations showing front (street) view of home and all side views. As nearly as possible, the elevations should show the "public" views of the structure as it would appear when complete.
- D. Floor plan—Drawn to scale showing all rooms and fixtures; the primary criteria for this plan is that it meets the required minimum square footage of 2,000 square feet and accurately shows the layout of the house.

Please keep in mind the following requirements:

Contractor	Licensed Builders must oversee all construction
Minimum sq. ft.	2,000 Square Feet Heated Living area.
Drainage	Builders must meet city code for storm water pollution plans (not reviewed by ACC)
Roof pitch/Shingles	8/12 or greater with architectural style shingle (no three-tab shingles). For roof sections where an 8/12 is not feasible, a lower pitch approval may be requested.
Exterior finishes	Masonry or comparable material, i.e., stucco, brick, etc.
Garage	Enclosed two cars: rear, swing or side entry
Sidewalks	3 feet wide brush finish sidewalk along all street frontages. 3 feet from curb; variances permitted for circumstances of trees or other encumbrances with prior approval by AAC
Yard Light	Pole location us 22 feet from back of curb. Height is 7.5 feet from ground to top of pole (not including globe)
Landscaping	The front yard must be sodded upon completion of construction.

Note: During construction the lot owner must insure that any dirt or debris from said lot onto streets and/or affecting adjoining lots is promptly removed. The lot owner is responsible for any damages occurring during construction activities to streets or adjoining properties. Do not permit collection of mud from site onto streets or to silt into lakes. All concrete washout and residues must be disposed of on the building site or at an approved location. Washout shall not be placed on adjoining lots, roads or future road locations. Do not allow or dispose of concrete washout, paints, chemicals, etc., into gutters or inlet drains—this goes directly to the lakes. Please advise all subcontractors. Building sites should be kept as neat and clean as possible during construction. Contractor and/or lot owner is responsible for all trash disposal and notification of these conditions to all subcontractors.

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Architectural Control Approval Request

All construction in Burgundy Oaks Subdivision is subject to approval of an Architectural Control Committee (ACC). This form should be attached to all request. Once the Approval Request and plans have been submitted, it may take up to 30 days to evaluate the request.

Name: _____ Lot # _____ Date: _____

Address: _____

Description of Job (ex. New Home/Addition/Fence/Out-Building/Swimming Pool):

Name of Contractor: _____ Lic # _____ Phone# _____

For new structures or changes to the existing structure, insure that the exterior material is clearly identified.

Has the Contractor been given a copy of the Covenant containing the ACC Requirements? Yes ____ No _____

Does the Contractor have an estimated completion date? Yes ____ No _____ Date ____/____/_____