

Langston Farms Homeowner's Association, Inc.

Home Addition or Alteration to Existing Construction Application Form

The Architectural Review Committee (ARC) or the Community Board of Directors, as provided for in the governing documents exists to maintain high standards for design, development and maintenance of houses and lots. When an Owner wishes to construct, remodel a house or add an out building, other structures or fence, an application must be made to the ARC using this form.

Two copies are requested if submitted hard copies; completed form and any other pertaining documents can be emailed as well. The information will provide the ARC with the information necessary to review the proposed construction for compliance with the Architectural Design Policy.

Applications must be submitted to the ARC at least 30 days prior to the anticipated start date.

Address _____

Submittal Date _____

Anticipated Start Date _____

Property Owner(s) _____

Home Phone: _____ Business Phone: _____ Email: _____

Architect/Designer _____ Phone _____

Contractor/Builder _____ Phone _____

Type of Submittal: Home Addition Outbuilding Fence Alterations / Remodeling

Description of Proposed Work:

Checklist

All the following applicable items must be included with Applications for review by the ARC. Please check off each item. If an applicable item is not included, the Application will be returned.

1. Site Plan

- a. Minimum Scale 1/8 inch = 1 foot
- b. Building location(s) as well as any detached garage, decks, patio, fences, etc
- c. Driveways, walks and parking. Indicate materials/finish/color
- d. Property lines and setbacks (distances to structures) — must comply with governing documents and buildings codes
- e. Special setbacks or easements
- f. Construction staging and access areas
- g. Temporary structures locations
- h. Arrow indicating North

2. Home addition, outbuilding, exterior alterations/remodeling:

a. Floor plan:

- i Minimum scale: 1/4 inch = 1 foot
- ii Exterior door and window openings
- iii Exterior walls and partitions
- iv Exterior stairways
- v Exterior lights
- vi Decks, patios and porches
- vii Electrical meter location
- viii Trash receptacles (location, screening and access)
- ix Arrow indicating North

b. Elevations:

- i Scale (Min. 1/4 inch=1 ft), Street Elevation
- ii Front, Sides and Rear Elevations
- iii All exterior features; doors, windows, roof, siding, trim, foundations, railings, house numbers, etc.
- iv Note all materials, finishes and colors
- v Finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from finish grade.

c. Building Materials

- i Exterior siding & pattern
- ii Trim materials
- iii Brick, Stone, Stucco — color & pattern
- iv Roofing, type, material, color
- v Exterior openings
 - 1 Doors (materials, finish)
 - 2 Windows (materials, finish) (no mirrored glass)
 - 3 Skylights (materials, finish)
 - 4 Garage doors (materials, finish)

d. Exterior; paint, stain, type-finish, color (provide color chips)

Siding color: _____

Trim _____

Garage Doors _____

e. Exterior light fixtures (vendor, descriptions, names)

f. Heating / Cooling system (type, location for exterior equipment)

3. Fencing

a. Location of fence needs to be clearly drawn on site plan and distinguished from any other lines on drawing, such as easements. Dimensions of the fence on all sides must be noted. The drawing should show the setbacks as well as starting and stopping points of the fence. A survey of the lot is preferred showing any recorded easements on the property.

i Required city and subdivision setbacks off the property line (if any) should be clearly marked on site plan.

ii Homeowner shall be aware of any easements that may exist on your property. If the lot has a Drainage Easement, the City of Greenville prohibits homeowners from placing the fence in a drainage easement. Fences placed in drainage easements will have to be removed at the owner's expense if required for access.

b. Fence connection points at house. If fence does not intersect with house corners, homeowner needs to note fence location from front and/or rear corner of home.

c. Height of the fence.

- d. Style of the fence including color and type of material used to construct the fence.
 - e. If connecting to a neighbor's existing fence or if fencing will be on the property line, written permission from adjacent neighbor/s must be submitted with ARC form for application to be reviewed. If fence will not connect to neighbor's fencing, the setbacks should be at least 1 foot from the property line/s (if the fence does not extend all the way to the property line/s, homeowner will still be responsible for maintaining the area between the fence and all property lines).
4. Note any temporary structures to be used during construction
- a. Storage
 - b. Dumpster
 - c. Construction shack
 - d. Toilet(s)
 - e. Staging Area