**Bartram Farms Owners Association, Inc.**

Architectural Review Board Checklist for New Construction/Alterations/Additions

|  |  |
| --- | --- |
| Plan Submission: | Received: |
| Architectural/ Constructions Plans | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location of main residence with property lines, easements, setbacks |  |
| Floor plans depicted at 1/8 inch or ¼ inch in scale with dimensions | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Elevations at 1/8 inch or ¼ inch in scale with dimensions, to include:  i) All exterior materials, colors, textures ii) Type, size, and material of all openings iii) Roof pitch, type, quality of roof covering material iv) Doors, windows, fences, mechanical equipment v) Front, side, rear elevations | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Landscaping and irrigation plans, to include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

i) Quantity, size, species of plants, shrubs, ground cover ii) Irrigation system

iii) Driveways, sidewalks, patios

|  |  |
| --- | --- |
| Square footage of main residence, to include:  i) Square footage of first and second floors, separately ii) Air conditioned space (living area) iii) Garage  iv) Enclosed area other than above v) Other | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Completed Application form, signed by homeowner | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Deposit, payable to Bartram Farms Owners Association, Inc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Application Review Fee and Completion Inspection Fee, payable To Bartram Farms Owners Associations, Inc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- |
| **Structure size** (A/C living space must be at least 2400 sq ft) | | |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Is structure located within the building envelope? | | |  | Yes/No |
| **Construction:** |  |  |
| Frame \_\_\_\_\_\_\_\_\_\_\_\_      **Roof:** |  | Concrete Block |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Conventional Frame \_\_\_\_\_\_\_\_\_\_\_\_ |  | Wood Trusses |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Shingles \_\_\_\_\_\_\_\_\_\_\_\_ |  | Other (specify) |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Is roof pitch at least 6:12? |  |  |  | Yes/No |
| Is structure height 35 feet or less?    **Exterior wall/ façade finishes:** |  |  |  | Yes/No |
| Brick \_\_\_\_\_\_\_\_\_\_\_\_ |  | Stucco |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Hardy Plank \_\_\_\_\_\_\_\_\_\_\_\_ |  | Lap Siding |  | \_\_\_\_\_\_\_\_\_\_\_\_ |

(Note: Brick and lap siding must wrap around a minimum of 24” to side elevations)

**Window Framing:**

Bronzed \_\_\_\_\_\_\_\_\_\_\_\_ White \_\_\_\_\_\_\_\_\_\_\_\_

Anodized aluminum \_\_\_\_\_\_\_\_\_\_\_\_ Wood \_\_\_\_\_\_\_\_\_\_\_\_

**Shutters:**

Painted wood \_\_\_\_\_\_\_\_\_\_\_\_ Fiberglass \_\_\_\_\_\_\_\_\_\_\_\_

**Color palette:**

Is color selection compatible with overall look of Bartram Farms? Yes/No

**Garage:**

|  |  |
| --- | --- |
| Attached \_\_\_\_\_\_\_\_\_\_\_ Detached | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Number of cars \_\_\_\_\_\_\_\_\_\_\_ Side entry orientation  (Minimum 2)    **Screened Enclosures:** | Yes/No |
| If roofed, is it consistent with the roof of the main structure? | Yes/No |
| If screened, is it consistent with window frames of the main structure?    Driveways: | Yes/No |
| Concrete: \_\_\_\_\_\_\_\_\_\_\_ Brick | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Block Pavers \_\_\_\_\_\_\_\_\_\_\_ Asphalt | \_\_\_\_\_\_\_\_\_\_\_\_ |

Note: Driveways must be 12 feet wide, start at beginning of pavement at subdivision road and extend to end of building envelope)

**Free Standing Structure:**

Barn \_\_\_\_\_\_\_\_\_\_\_ Platform \_\_\_\_\_\_\_\_\_\_\_\_

Pavilion \_\_\_\_\_\_\_\_\_\_\_ Gazebo \_\_\_\_\_\_\_\_\_\_\_\_

Playhouse \_\_\_\_\_\_\_\_\_\_\_ Storage \_\_\_\_\_\_\_\_\_\_\_\_

Dock \_\_\_\_\_\_\_\_\_\_\_ Basketball Hoop \_\_\_\_\_\_\_\_\_\_\_\_

Are drawings/specifications included with application? Yes/No

Will the structure be located in rear portion of building envelope or reserve? Yes/No

(Note: Barns can have a maximum height of 39 ½ feet, docks can be up to 400 sq ft)

**Septic Tank Mounds/ Wells:**

|  |  |  |
| --- | --- | --- |
| Are they located in the rear portion of the lot? |  | Yes/No |
| Are they situated in such a way so as to not cause drainage issues?    **Fencing:** |  | Yes/No |
| Privacy Fence: \_\_\_\_\_\_\_\_\_\_\_ Animal Control |  | \_\_\_\_\_\_\_\_\_\_\_\_ |
| Is the fence color appropriate to the type of fence being installed? |  | Yes/No |
| Is Fence located 70 feet back from edge of subdivision road pavement? |  | Yes/No |
| If Fence is parallel to subdivision road, is it appropriately landscaped? |  | Yes/No |

(Note: landscaping requires at minimum 1 gallon plants planted every 12 inches at center or three gallon plants planted every 3 feet at center)

**Aerials/Antennae/Satellite Dishes:**

Are they concealed from view from the street? Yes/No

If unable to be concealed, are they reasonably screened from view? Yes/No

**Mailbox:**

Is it located on building envelope side of driveway? Yes/No

Street address prominently displayed on post? Yes/No

Are materials and style consistent with style of main structure? Yes/No

Does it meet height and width restrictions? Yes/No

(Note: cannot be more than 2 ft x 2 ft wide and 4 ft high)