

**APPLICATION TO TOWN & COUNTRY ESTATES
HOMES' ASSOCIATION BOARD OF DIRECTORS
FOR APPROVAL OF PROPOSED HOME/LOT IMPROVEMENTS**

- Please refer to Town & Country Design Guidelines for compliance.
- We suggest that preliminary plans be submitted to the Town & Country Board of Directors for preliminary approval, before proceeding with final construction documents.
- Provide Town & Country Design Guidelines to those individuals preparing the plans.

DESCRIPTION OF IMPROVEMENT/IMPROVEMENTS

- Please summarize in writing any proposed changes to existing home or lot.
- Describe the materials and colors to be used. Samples may be required.
- Submit photos of existing structure or structures.
- Provide an approximate construction and demolition schedule.
- If changing roof height, document existing finished floor elevation, existing roof height and new roof height, from an established bench mark.

SITE PLAN (PLOT PLAN) AND CONSTRUCTION DOCUMENTS

- See attached document which outlines final and preliminary plan submittal requirements. Please list any other information that will assist in the evaluation of those plans, i.e. landscaping or other exterior aesthetics issues.

NOTIFICATION TO NEIGHBORS

Below please list neighbors within 150' of your residence or the six (6) closest homes within Town & Country Homes Association which would be affected by the proposed changes and have them indicate by signing adjacent to their name, whether any proposed improvements and/or changes have been discussed with them.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Name

Phone No.

Signature

Date of Application

Address

Town & Country will retain a copy of the plans.

Architectural Drawings Required for FINAL Approval for Exterior Renovations, Additions or New Homes

Plans will be reviewed based upon the following criteria:

- The architecture is compatible with adjacent homes and is sensitively sited on the property relative to existing vegetation and adjacent structures.
- The architectural scale, massing, form, materials and detail are appropriate to the Homes Association.
- Compliance with the Town & Country Design Guidelines.
- Compliance with Town & Country Deed Restrictions.

Site Plan

Show lot number, address and street name.

Show existing structure and proposed improvements to scale.

Show all proposed changes to site; including but not limited to: pool, decks, gazebo, trellis, patios, sidewalks, drives, greenhouse, retaining wall, play or recreational structures, etc.

Show calculations of lot coverage by existing structure, out buildings, patios, drives, pool etc.

Show all relevant set backs, building lines and easements.

Show north arrow and scale.

Show overall dimensions of house and side yards.

Show new landscaping and existing landscaping to remain.

Show landscaping to be removed.

For new home construction; submit lot survey by licensed surveyor.

First Floor Plan

Show existing structure if applicable and proposed changes.

Show elevation at grade relative to finished floor elevation, expressed as a negative number.

Show first floor finished elevation as zero.

Show all dimensions.

Show square footage of living area.

Show north arrow and scale.

Show first floor ceiling heights.

Interior detail is not required.

Second Floor Plan

Show same detail as first floor plan.

Elevations Affected by Proposed Changes

Draw accurately to same scale as plan.

Show floor lines and dimensions above first floor finished elevation of all roof ridge lines.

Show all doors, windows, gutters and downspouts.

Show all building materials, including roof materials.

Indicate all roof pitches, chimneys, retaining walls, steps, decks, railings, patios, balconies, etc.

Indicate percentages of roof ridge lines relative to entire roof ridge line.

**Architectural Drawings Required for PRELIMINARY Approval
for Exterior Renovations, Additions or New Homes**

Plans will be reviewed based upon the following criteria:

- The architecture is compatible with adjacent homes and is sensitively sited on the property relative to existing vegetation and adjacent structures.
- The architectural scale, massing, form, materials and detail are appropriate to the Homes Association.
- Compliance with the Town & Country Design Guidelines.
- Compliance with the Town & Country Deed Restrictions.

Site Plan

Show lot number, address and street name.

Show existing structure and proposed improvements to scale.

Show all proposed changes to site; including but not limited to: pool, decks, gazebo, trellis, patios, sidewalks, drives, greenhouse, retaining wall, play or recreational structures, etc.

Show calculations of lot coverage by existing structure, new structure or additions, out buildings, patios, drives, pool etc.

Show all relevant set backs, building lines and easements.

Show north arrow and scale.

Show overall dimensions of house and side yards.

Show landscaping to be removed.

First Floor Plan

Show existing structure if applicable and proposed changes.

Show elevation at grade relative to finished floor elevation, expressed as a negative number.

Show first floor finished elevation as zero.

Show overall dimensions.

Show square footage of living area.

Show north arrow and scale.

Interior detail is not required.

Second Floor Plan

Show same detail as first floor plan.

Elevations Affected by Proposed Change

Draw accurately to same scale as plan.

Show floor lines and dimensions above first floor finished elevation of all roof ridge lines.

Show all doors, windows, gutters and downspouts.

Show all building materials, including roof materials.

Indicate all roof pitches, chimneys, retaining walls, steps, decks, railings, patios, balconies, etc.

Indicate percentages of roof ridge lines relative to entire roof ridge line.