

# ARCHITECTURAL APPLICATION INSTRUCTIONS

## WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATION:

**EVERY MODIFICATION REQUIRES A SEPARATE FORM (I.E. Deck, Fence, and Pool should be 3 separate forms)**

1. **A House Location Survey (Certified Plat).** A copy of your plat **MUST** be included for new construction and additions to be a permanent structure on the lot. The location of the proposed structure **MUST** be drawn/outlined on the plat. Your certified lot plat should be in your settlement paperwork and if you do not have a copy, please contact the county to get an individual or street lot plat.
2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings.** A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
4. **Description of Materials.** Provide a list of **ALL** materials to be used in the proposed construction.
5. **Description of Colors.** Applications for colors which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples/photos. Please circle the color you are choosing if providing a brochure.
6. **Photographs.** Photographs of your existing conditions are helpful to the Architectural Committee.
7. **Drainage.** Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
8. **Signatures of Property Owners.** Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application. **Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification. (If your form does not have a signature area then this is not required for your association) Some communities require 4 neighbor signatures, please check the form.**
9. **Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck and a sample picture

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- a. For **decks and fences** include numbers 1 – 9.
  - b. For **landscaping** include numbers 1 – 3, 6 and 7 & 8.
  - c. For **sheds and doghouses** include numbers 1 – 4, 6 and 7 & 8.
  - d. For **storm, screen, and front doors** include numbers 2, 5 – 6 and 8.
  - e. For **lattices** include numbers 2 – 4, 6 and 8.
  - f. For **recreation and play equipment** include numbers 1 – 6 and 8.
  - g. For **patios** include numbers 1 – 4, 6 and 8.
  - h. For **siding** include numbers 5, 7 and 8.
  - i. For **shingles (on roof)** include numbers 5, 7 and 8.
  - j. For **windows** include numbers 5, 6 and 8.
  - k. For **satellite dishes** include numbers 1, 5, 6 and 8.
  - l. For **pools** include numbers 1 – 4, 6 and 7 & 8.
  - m. For **driveways** include numbers 1, 2, 4, and 6-8
  - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 and 8.
  - o. For **home additions and/or detached garages** include numbers 1 – 6, 7 and 8.
  - p. For **color changes** include numbers 5, 6 and 8.
  - q. For **Solar Panels** include numbers 3\* and 8 \* means we need a brochure from the solar company showing the layout of the panels, spec sheet etc. Please check if your community has a solar panel resolution to ensure you are following the guidelines.
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**DESIGN REVIEW APPLICATION  
MEADOWS AT MORRIS FARM COMMUNITY ASSOCIATION**

To: Meadows at Morris Farm Community Association Covenants Committee

**ARCapplications@sfmtcinc.com**

From: \_\_\_\_\_ Lot: \_\_\_\_\_ Phase/Sec.: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from property address.)

Email: \_\_\_\_\_

**Directions:**

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). **Make sure your application is complete.** An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from SFMC Inc. prior to submission of an application.

**Description of Proposed Change:** (please print or type)

Describe all proposed improvements, alterations, or changes to you lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

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Purpose of Improvement: \_\_\_\_\_

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
(After approval by the Covenants Committee)

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Neighbors' Acknowledgements:

Signatures of Property Owners. Obtain signatures of all property owners who will be most affected by the change. A minimum of TWO signatures IS required with the application. Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.

|            |  |            |  |
|------------|--|------------|--|
| Name:      |  | Name:      |  |
| Address:   |  | Address:   |  |
| Lot:       |  | Lot:       |  |
| Signature: |  | Signature: |  |

|            |  |            |  |
|------------|--|------------|--|
| Name:      |  | Name:      |  |
| Address:   |  | Address:   |  |
| Lot:       |  | Lot:       |  |
| Signature: |  | Signature: |  |

Owners' Acknowledgments:

I/We understand and agree: (please initial)

1. \_\_\_\_ that approval by the Committee shall in no way be constructed as to pass judgement on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgement on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

6. \_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.
10. \_\_\_\_ that I have enclosed the required attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with location marked)

Owner/Applicant Signature\_\_\_\_\_

Date\_\_\_\_\_

Co-Owner/Applicant Signature\_\_\_\_\_

Date\_\_\_\_\_