



DESIGN REVIEW APPLICATION

Revised 7-16-15

Lot Owner Name: _____ **Date:** _____

Lot Owner Number: _____ - _____ - _____ **Lot #** _____

Lot Owner Mailing Address: _____

Lot Owner E-Mail: _____

Builder Name: _____ **Builder Phone:** _____ - _____ - _____

Living Area Sq. Ft. _____ **Spec.** _____ **Custom** _____

New Home _____, Residential Addition _____, Pool & Spas _____, Structures _____, Fireplace _____,
Patio/Porch _____, Outdoor Kitchen _____, Fire Pit _____, Arbor _____, Boat Slip _____, Boathouse _____,
Sea Wall _____, Pier _____, Play Equipment _____, Trampoline _____, Landscape _____, Driveway _____,
Change of Exterior _____ (list any/all changes being made) _____

A. Notice:

All submittal requirements must be submitted to the Reunion ACC **no later than 12:00 noon the Tuesday prior to the ARC meeting** at 115 Greensward Drive in Reunion. The Reunion ARC meets on the 2nd & 4th Wednesday of each month unless otherwise noted by the ACC. **Any resubmittals and/or changes to plans will only be reviewed on scheduled review dates.**

Architectural Control Coordinator Contact Information- Phone: 601-941-1911 and Email: arc@homelandmgt.com
Office Hours- Tuesday, Wednesday, Thursday 9:00 am – 1:00 pm

B. Builder Requirements:

1. Builder's approval

To become an approved builder in Reunion, the builder/contractor must complete, submit, and have approved the Builder Application (see Article VI). The Builder Provisional Approval is based on the application with the intent of only the first project in Reunion being approved. Strictly adhering to Architectural Control will set grounds for future projects in Reunion. Failure to comply with the Reunion ARC, these Rules and Regulations, and the DCR may result in further projects being disapproved or revoked.

Additionally, the ARC, on behalf of the POA, may enforce any of these Rules and Regulations to the extent necessary pursuant to the DCR, including a judgment against you and/or the property for the amount expended to remedy the situation and all costs incurred therewith.

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2. Lot Owner's approval

To build a home on your intended lot, the lot owner *must have an approved builder on file* with the Reunion ARC. The lot owner must follow all steps in the Design Review Procedures (see Article III), and in the Construction Regulations and Restrictions (see Article IV).

C. Submittal Requirements:

All Design Review submittal requirements are as follows:

- a. Must have **completed** Design Review Application
- b. **Lot Owner must submit a copy of the Deed and sign the Design Review Application. Lot owner must also sign the Reunion Plan Approval Letter before plans are released.**
- c. Site plan to be drawn at 1"=10' - 0" scale and North Arrow indicated on plan
Foundation plan
Landscape Plan
Estate Lots-may be drawn to 1"=20' - 0"
Property boundaries and building setbacks must be labeled properly
All utility easements must be labeled properly
Critical Dimensions to layout house on lot
Lot Number and Contact Information
- d. Floor Plan to be drawn at a 1/4" = 1' - 0" scale
Overall dimensions
Square footage
- e. Building Elevations to be drawn at a 1/4" = 1' - 0" scale
Exterior Materials
- f. Must have a builder's approval (**updated yearly**) (see Article VI);
- g. Must have checks for applicable fees (payable to Reunion POA)(see Article VII (J))
- h. **Must have 4 sets of Site Plans, Architectural Plans, Landscape plans, and a 3" x 36" Shipping Tube which meet submittal requirements.**
- i. **Reunion Property Owners Association assessments must be current at the time the application is submitted and throughout the building process.**
- j. **Any resubmittals and/or changes to plans will only be reviewed at scheduled ARC times.**
- k. **Projects to be constructed outside the building setback WILL NOT be reviewed unless a variance from the City of Madison is granted prior to submittal.**

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D. Plan Requirements:

1. Site Plan Requirements

- a. ☐ **All site plans are to be drawn at 1" = 10' scale** : Estate lots 1"=20' only
- b. ☐ Property boundaries & Building setbacks must be labeled properly
- c. ☐ All easements must be labeled properly
- d. ☐ Benchmark (assuming 100.' for elevation) to be top of curb at highest point of lot
- e. ☐ Note Elevations Relative to Benchmark at all property pins & at each intermediate point
- f. ☐ Finish floor elevation & Garage finish floor elevation
- g. ☐ Critical Dimensions to Layout house on lot
- h. ☐ Contact Information
- i. ☐ Lot Number
- j. ☐ North Arrow
- k. ☐ Adjacent streets should be noted
- l. ☐ Impact on the surrounding lots/homes
- m. ☐ Existing and proposed drainage features
- n. ☐ Swales & arrows denoting all existing & proposed surface water flow
- o. ☐ Proposed location of Silt fence (must be located within lot lines)
- p. ☐ Temporary Limestone Gravel drive to garage
- q. ☐ Service yard: garbage, meters, firewood, a/c condenser units, antenna
- r. ☐ Driveway –location, material, finish, and dimensions (minimum 3' off property line) (min. 7½' off property line if plans submitted after February 11, 2015)
- s. ☐ Proper driveway details
- t. ☐ Driveways– See Reunion approved Sidewalk & Drive Apron Detail
- u. ☐ Good proportions
- v. ☐ Authenticity
- w. ☐ All exterior hardscape materials, finish, and slope
- x. ☐ All existing & proposed structures, features, walks, drives, seawalls, piers, boathouses, etc.
- y. ☐ Retaining walls & courtyard walls –location, material, finish, and dimensions shape, color, siting, architecturally related
- z. ☐ Fences, privacy, open space –location, material, finish, and dimensions shape, color, siting, architecturally related
- aa. ☐ Pools, spas, courts– location, material, finish, and dimensions shape, color, siting, architecturally related (minimum 10' off property line)
- bb. ☐ Free standing structures – fireplaces, fire pit, arbors, Play Eq, Trampolines, etc. location, material, finish, and dimensions shape, color, siting, (10' off property line)
- cc. ☐ Adjacent lakes, golf course, or common areas should be noted

E. Architectural Plan Requirements

1. Floor Plan

- a. _____ Contact information showing Owner & Architect/Designer
- b. _____ A floor plan drawn at $\frac{1}{4}" = 1'-0"$
- c. _____ Plan should note conditional square footage
- d. _____ Overall dimensions of the structure should be noted clearly
- e. _____ Must meet neighborhood minimum square footage requirement

2. Building Elevation

- a. _____ Color Palette /Home Specifications of Brick, trim, & roof materials
- b. _____ All exterior materials
- c. _____ Vertical dimensions (ceiling heights: 10' first floor, 9' second floor)
- d. _____ Elevations should be noted with respect to their direction on the compass or their relation to the street.
- e. _____ Elevations at $\frac{1}{4}" = 1' - 0"$
- f. _____ Appropriate exteriors
- g. _____ Good proportions
- h. _____ Authenticity
- i. _____ Garages : carriage style with proper hardware (see Article V (C)(23))
- j. _____ We encourage
 - a. Thickened eave board in lieu of fascia board
 - b. Exposed shaped rafter tails
 - c. Bracketed soffits
 - d. Earth tones vs. white eave/fascia/soffit
 - e. Overhang at gable ends less than other areas of roof
 - f. Properly proportioned eave returns at gable ends vs. block
 - g. Eave return overhangs at dormers proportionately less than at major roof
- k. _____ Roof: material OK? Sample? Main structure at front 6'V: 12'H or steeper
- l. _____ Exterior millwork: all divided windows and French doors will be true divided light. Windows shall be wood or metal clad only as approved by the ARC, **no exceptions.** **(No vinyl or vinyl clad windows allowed.)**
- m. _____ Shutters: must be approved Reunion design and must be sized for respective openings and hung on operable hinges
- n. _____ Gutters/downspouts/flushing to all be of copper or painted galvanized metal only
- o. _____ Dormers: must be traditional or classical proportions
- p. _____ Chimneys: no exterior wood, clad, or metal chimneys (brick, stone, or stucco allowed) Must have cap on chimney screen spark arrestor
- q. _____ See Reunion approved cornice detail
- r. _____ Edgewood (*required*): Arbor at garage entry if facing street
- s. _____ All cornice and rake returns shall be 45° fascia board. See Reunion approved cornice detail
- t. _____ Foundation plan

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G .BUILDER/ CONTRACTOR VERIFICATION

The undersigned builder/homeowner verifies there is in place license, liability and workers compensation coverage on all subcontractors, laborers, and all other individuals working on the following described property.

The builder/ owner agree to hold harmless and indemnify the Reunion Property Owners Association, Inc., its Architectural Review Committee, Reunion Inc., and each entities agents, assigns, and successors for all occurrences and/or claims that take place on the work site.

LOT NUMBER: _____

SUB-DIVISION: _____

Further, said builder/ homeowner acknowledges and agrees to abide by all Reunion Architectural Design Guidelines, Covenants & Rules and Regulations of the Reunion Property Owners Association and its Architectural Review Committee (ARC) shall be followed. All approvals are to be obtained prior to any work beginning. The builder/homeowner acknowledge that new homes cannot be occupied until a final approval has been given and approved in writing by the Reunion ARC.

There will be no stockpiling or dumping of any trash or building materials onto the adjacent lots, streets, common property or into the lake without written permission. If permission is not obtained to use the adjacent properties the disturbed area will have to be clean up and sod placed on the disturbed area.

All site drainage is the responsibility of the builder/homeowner.

Permission is hereby granted for members of the ARC to enter onto the property to make a reasonable inspection of the construction site.

I have fully read, understand and agree to comply with the above, all Reunion ARC Rules and Regulations and the Reunion ARC Plan Approval Letter.

Homeowner (print name)

Date

Homeowner (signature)

Builder (print name)

Date

Builder (signature)

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H. CONTACT INFORMATION

APPLICANT INFORMATION

Date: _____

Builder Name: _____ Homeowner Name: _____

Lot #: _____ Heated and Cooled Sq. Ft.: _____

Address: _____

Contact Person: _____ Lot Owner Phone #: _____

Lot owner E-Mail Address: _____

BUILDER INFORMATION

Name: _____

Phone Number: _____

E-Mail Address _____

ARCHITECT/DESIGNER INFORMATION

Name: _____

Phone Number: _____

E-Mail Address _____

LANDSCAPE ARCHITECT/DESIGNER INFORMATION

Name: _____

Phone Number: _____

E-Mail Address _____

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I. HOME SPECIFICATIONS COLOR PALETTE

Heated Square Footage: _____

It is your responsibility to include the trim, shutters, siding and garage door samples with your application. If you have any questions, please contact our office before submittal. Also if you are using any special mortar joints – please note below for approval. Brick Mortar Smear should cover the entire brick area with a consistent finish or be noted as well.

EXTERIOR:

Brick: Name : _____ Old _____ New _____ (check one)

Size: Queen _____ Modular _____ Other _____ (check one)

Mortar Color: _____ Special Notes If Any _____

Smear: Yes _____ No _____ Type of Smear: Heavy _____ Light _____ (check one)

Smear Color _____

Painted Brick: No _____ Yes _____ Painted Brick Color: _____

Paint/Stain: Include Brand Name, Number, Color, and **Sample Paint Chip**

Trim Color: _____ Paint Brand: _____ Paint # _____

House Color (if painted): _____ Paint Brand: _____ Paint # _____

Shutter Color / Brand: _____ / _____ Door: Stain or Paint Color: _____

Siding Color / Brand: _____ / _____

Window Brand: _____ **Window Color:** _____

Window Type: Wood / Wood Clad / Metal Clad (circle one)

(Windows must be wood or metal clad as approved by ARC. No vinyl or vinyl clad windows will be approved)

Roof: Brand _____ Color: _____

Column Materials: Old Cypress/Pine Timbers _____ New Cypress/Pine Timbers _____

Color: (if stained) _____

Courtyard: Yes _____ No _____ Material (Brick or Stucco): _____

Color / Finish (Smear, Paint or Unpainted): _____

J. ARC SCHEDULE OF FEES

All review submittal must be accompanied by a copy of the filed deed to the lot under review for proof of ownership. **Must have 4 sets of Plans (Site Plan, Architectural Plan and Landscape Plan).**

Construction Fees

- (a) New Home Construction Fee \$550 (*initial fee may include all post fees below*)
* \$560 (*if submitted without tube*)
- (b) Re-submittal \$150 (*For Architectural, Site, and Landscape alterations*)
- (c) Residential Addition Plans (Must include landscape & fence plan) (heated & cooled or non heated & non cooled areas) – Fee \$250
- (d) Pool & Spa (Pools and Spas must include landscape & fence plan) - Fee \$ 250
- (e) Outdoor Structures, Boathouses, Retainer Walls, Courtyard Wall. (Pigeon ere/ Open air structure, Arbors, Fireplaces, Fire Pits & Etc.) (Storage buildings and play house structures must be built to match the existing materials and colors of the home)
(Must include landscape & fence plan) - Fee \$250
- (f) Play Ground Equipment, Trampolines & Etc. - Fee \$150
- (g) Waterfront Fee (Sea Walls, Boat Slip, Pier, Boardwalk) - Fee \$150
- (h) Fence, Change the Exterior of Home and Etc. - Fee \$150
- (i) Satellite Dish and Basketball Goals - Please contact the ARC at 601-941-1911 to review your plans/ location and discuss any comments and/or changes.

*** Make check payable to Reunion, POA**

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K. APPROVED LIST OF ARCHITECTS/BUILDING DESIGNERS & LANDSCAPE ARCHITECTS

Architects & Building Designers

| | |
|--------------------------------------|--------------|
| McDonald Design Group | 800-798-5797 |
| By Design | 601-853-9100 |
| David Wilson Architect | 601-856-1096 |
| Design Studio. Inc. | 601-898-9710 |
| Donald A. Garner | 864-288-7580 |
| Greg Roberts Architect | 225-766-8664 |
| Inspirations Design Group | 601-707-5649 |
| Northtowne Planters | 601-991-3335 |
| Jack Arnold / Homes of Elegance | 800-824-3565 |
| Lisa Thompson / Thompson Residential | 601-856-1004 |
| Moser Design Group | 843-379-5360 |
| Scott Morgan Architect | 601-898-3280 |
| Stephen Fuller | 678-775-4663 |
| Southern Living Home Plans | 800-755-1122 |
| Will Ballou Design Group | 601-527-3971 |

Landscape Architects

| | |
|--------------------------------------|--------------|
| Barry Landscape, Inc. | 601-260-4507 |
| Carroll's Nursery | 601-981-1244 |
| Cater Brown | 601-856-3078 |
| Christopher Purser | 601-853-0610 |
| Garry Graves | 601-939-5442 |
| Gary A. Haygood | 601-675-8794 |
| Griffin & Egger Landscape Architects | 601-977-0073 |
| Madison Landscape Design | 601-405-2143 |
| Madison Plant and Design Group | 601-898-0775 |
| McCrary and Associates | 601-906-3477 |
| Michael Gibson | 601-853-3323 |
| Randolph Graves | 601-362-2448 |
| Royal H. Catchings | 601-981-0081 |
| Todd Tyler | 601-497-5701 |
| T.R.L.A. Trent Rhodes | 601-957-9500 |
| TWB Planning Group | 601-906-8306 |
| Weatherford – McDade | 601-362-9707 |
| Powell Place Landscape | 601-720-5000 |