



ARCHITECTURAL REVIEW BOARD SUBMISSION FORM

Please review the community's C&R documents for guidelines of approved structures & colors prior to submitting the application. Plans are not accepted for review without a completed application and fee paid *(\$35 ARB fee waived effective June 30, 2020, however, Board approval is still required prior to beginning any work.)*

Completed submission packages should be submitted via email to CrossgateCommunity@gmail.com or delivered in person to a current board member. Allow at least Seven (7) days for review. No work should commence without written approval from the Crossgate Board of Directors.

OWNER INFORMATION:

Owners Name: _____ Street Address: _____

Type of Modification: _____ Date: _____

Home/Cell Phone: _____ Work Phone: _____

Lot Size (Please check one): Full Size: _____ Patio Lot: _____

Signature: _____ Date: _____

ARCHITECT INFORMATION

Architect/Designer Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

BRIEF DESCRIPTION OF PROJECT

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TYPE OF CONSTRUCTION (Indicate with an "X")

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New	
Spec	
Addition (Please explain in detail)	
Alteration (Please explain in detail)	



FINAL CHECKLIST

A \$35 check made payable to Crossgate Homeowners Association for architectural review of the type of addition/change/modification as listed above. (*fee waived effective 6/30/2020*)

A site plan of the lot and home showing the modification with dimensions. (A site plan was included in your closing documents.

If it is a modification to the existing home, submit a detailed set of to scale plans showing the plan view and all modifications along with colors and materials to be used on the exterior.

If the modification is landscaping, submit a detailed set of plans along with a plant list with quantities and sizes of the plantings.

If you are planning to install a fence, please see the list of pre-approved fence drawings included in the Design Guidelines.

For play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. (Homemade structures will not be approved.)

Any pictures of the product including color.

FOR OFFICE USE ONLY:

Approved as submitted.

Approved with corrections noted below.

Declined for reasons noted below.



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NEW STRUCTURES / ALTERATIONS TO EXISTING STRUCTURES

Prior to altering an existing structure which changes the exterior surface of the home or lot, (including the paint color) plans and specifications must be submitted and approved to include:

- a. A site plan with topographical information and a clearing plan which shows the location of all proposed and existing structures on the lot (including any out buildings and building setbacks, open space, driveways, walkways, parking spaces and drainage plans.
- b. A foundation plan;
- c. A floorplan;
- d. Exterior elevations of all proposed structures and alterations to existing structures.
- e. Specifications of materials, color scheme and other details affecting the exterior proposed structures and alterations to existing scheme,
- f. Lighting appearance of all structures; and plans for landscaping, lighting and grading, including but limited to the handling of drainage.
- g. NOTE: No new structure is not allowed to be started, erected, placed, moved onto or permitted on a lot.

Each submission should be directed to the CROSSGATE BOARD for approval by the Architectural Review Board (ARB). A design fee and deposit may be charged at the time of submission. After final inspection by the ARB, the deposit will be returned to the homeowner.



HOMEOWNER APPLICATION PROCESS

Application for Review:

This application process applies to the following:

Replacement or refurbishment (e.g. paint, repair, etc.) of an existing front porch railing, columns, and/or stairs.

Roof replacement or refinishing.

Window replacement.

Concrete walk way or driveway replacement.

Vinyl siding replacement.

Installation of a fence, enclosure or structured wall

Construction of a deck, porch or patio, including Carolina rooms

Construction of a garage or any type of vehicular storage structure

Exterior color changes including paint, siding, trims, roofing, etc.

Exterior building material changes

Playground equipment

Landscaping structures or structural materials including pavers, walls, arbors, trellises, statues, statuary, etc.

Landscaping changes that remove or modify existing areas which are grass or planted bed areas, trees or other plants over twelve feet in height above ground level

Exterior paint changes to doors, shutters, porch ceilings and porch decks. The ARB has developed a palette of all acceptable paint colors