

The Estates of Millbrook Homeowner's Association, Inc.

Architectural Review Committee Approval Checklist

PLANS MUST BE APPROVED PRIOR TO STARTING CONSTRUCTION.

PLANS MUST MEET ALL KENDALL COUNTY REQUIREMENTS AS WELL AS ALL CCR's WHICH APPLY TO HOME CONSTRUCTION IN THE ESTATES OF MILLBROOK

PLEASE ALLOWED AT LEAST 21 DAYS FOR ARC APPROVAL

Date submitted: _____

Lot #: _____ Lot address: _____

Owner/s: _____

Current Address: _____

Email: _____ Phone #: _____

Builder's Name & Address: _____

ITEMS THAT MUST BE ENCLOSED WITH THIS COMPLETED FORM (Check off)

- ____ \$200 Review/Inspection fee made out to the Estates of Millbrook HOA.
- ____ Final Set of Blueprints signed by owner. [One (1) large set, one (1) digital set.]
- ____ A copy of Kendall County Building Permit.*
- ____ Plat of Survey marked with site plan, set back, top elevation, well and driveway location.
- ____ Septic Site plan.
- ____ Copy of receipts for fees paid to Elementary & High School Districts**
- ____ Deck/patio plans (If not building with house, plans must be submitted to the Architectural Review Committee (ARC) at a later date prior to construction and approved)
- ____ Landscaping plan (Can be submitted at a later date. Landscaping is to be done within one (1) season of home's completion; must have prior approval before installation. Parkway trees to be provided by owner/builder, as noted in Covenants, Conditions & Restrictions (CCR's), standard lot – two (2) trees; corner lot – five (5) trees, two (2) in the front and three (3) on the side. Landscape plans submitted, must be drawn to scale on site plan with a legend for plant placement and size.

NO LIVE TREES CAN BE TAKEN DOWN WITHOUT PRIOR APPROVAL.

Comments:

Square footage of living area not including basement/walkout. (List exact sq. ft.) _____
(Must be at least: single story; 2000 sq. ft. 1 ½ story; 2300 sq. ft. and 2 story; 2400 sq. ft.).

Will the basement/lower level walkout be finished as living space? ___ Yes ___ No

Roofing Material:

Manufacturer: _____ Color: _____

Website Link: _____

Masonry:

Manufacturer: (Brick) _____ Color: _____

Website Link: _____

Manufacturer: (Stone) _____ Color: _____

Website Link: _____

Siding: Aluminum or vinyl is NOT permitted, refer to CCR's page 5, "C"

Manufacturer: _____ Color: _____

Website Link: _____

Soffit/Fascia: Aluminum soffit and fascia is permitted.

Manufacturer: _____ Color: _____

Website Link: _____

Driveway Material: ___ Concrete ___ Asphalt ___ Pavers

Paver Manufacturer: _____ Color: _____

Website Link: _____

Deck or Patio Material, if be built with house:

Manufacturer: _____ Color: _____

Website Link: _____

____ (Please initial) **Soil Erosion & Construction Debris Control:**

Silt fencing must be properly installed around the entire perimeter of the lot with protection on all four (4) sides of septic field to prevent debris, dirt or any other contaminates from spilling or leaking onto another existing home, empty lot or common area. The location of the silt fence must be detailed on the site plan.

____ (Please initial) **Port-A- Potty & Dumpster:**

A Port-a-Potty must be on site prior to any construction taking place. A construction dumpster must be on site as soon as construction begins. The builder will be liable for all debris pickup and any damage sustained to common ground, roads, etc., as determined by the Estates of Millbrook Homeowner's Association Board of Directors.

* A copy of the Kendall County building permit MUST be included in the application for new construction prior to the HOA's Board of Director's approval.

** Please note that the following fees must be paid per section H of the Marye's Heights Planned Development Agreement - \$777.00 to Newark Community Consolidate School District #66 and \$777.00 to Newark Community High School District #18. Receipts will be issued to you for these fees and they MUST be included with your building permit application to Kendall County. Permit applications will not be accepted without these receipts. Copies of the receipts MUST be submitted when construction plans are presented to the HOA's Architectural Review Committee.

Comments: _____

I acknowledge that I have read, understand and agree to comply to all requirements as outlined in Estates of Millbrook Homeowner's Association Covenants, Conditions and Restrictions. (CCR's)

OWNER'S SIGNATURE (or builder if submitting): _____

Documents may be submitted in person or through electronic means such as e-mail. All photographs of materials or samples may be submitted electronically as **Joint Photographic Experts Group (jpeg) format**. All documents requiring signatures or hand written may be submitted electronically as **Portable Document File, (pdf) format**.

ARC Recommendation

Date: _____

_____	Yes	No
_____	Yes	No
_____	Yes	No