



MAISON

CREEKS AT AUGUSTA PINES HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

Please review the items needed below for review of your ARC Request. All items must be received before the application can be reviewed. Once all items are received, typical turnaround is one business week if no variance is required and the addition is within the deed restrictions.

Procedure for submittals

New Addition: Pool, Summer Kitchen, Patio, Play set, replacement fencing or any other new addition requiring digging or concrete pouring.

Please submit the following for an ARC Review:

1. Completed ARC Form
2. Copy of the Contracting companies commercial liability insurance
3. Supervising Contractors name, cell and email
4. Plan of addition laid out on a survey or site plan of the lot.
 - a. MUST show the lot lines, building lines, all easement lines and access point.
5. Renderings of design or construction plans.
 - a. Must include elevations, dimensions and material selection. Color renderings are preferred and appreciated.
6. \$500 Deposit Check made payable to Creeks at Augusta Pines HOA. This deposit check is held in our office until a post construction inspection reveals zero damage to HOA property (curbs, landscaping, streets etc)
7. \$100 Plan Review and Final Inspection Fee made payable to Maison Property Management, LLC

All other submittals not requiring concrete: Landscape, paint, roof, etc.

Please submit the following for an ARC Review:

1. Completed ARC Form
2. Copy of the Contracting companies commercial liability insurance
3. Supervising Contractors name, cell and email
4. Plan of addition laid out on a survey or site plan of the lot.
 - a. MUST show the lot lines, building lines, all easement lines and access point.
5. Renderings of design or plan of auction
 - a. Must include elevations, dimensions and material selection. Color renderings are preferred and appreciated.
6. \$100 Plan Review and Final Inspection Fee made payable to Maison Property Management, LLC

REMINDER: All items must be received before the application can be reviewed. Pending all items are received together, typical turnaround is one business week if no variance is required and the addition is within the deed restrictions.

Appeals: ARC Appeals will be heard at the next board meeting or by setting an appointment with the board.



MAISON

CREEKS AT AUGUSTA PINES HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

APPLICATION FOR REVIEW OF:

- NEW HOME
- ADDITION
- LANDSCAPE OR FENCE
- POOL OR OTHER
- VARIANCE REQUEST
- MASTER PLAN APPROVAL

DATE SUBMITTED:

____/____/____

APPLICANT:

OWNER: _____

BUILDER: _____ or POOL COMPANY _____

PROJECT LOCATION: LOT: _____ BLK: _____ SEC: _____

STREET ADDRESS: _____

**Applicant, builder, & architect should review plans so that they meet subdivision and supplement declaration requirements for each specific section. Requirements are available at the sales office.*

ITEMS TO BE REVIEWED:

ATTACHED:

APPROVED:

DENIED:

- SITE PLAN
 - DRIVE LOCATION
 - SET BACKS: FRONT
 - REAR
 - SIDE
 - SQUARE FOOTAGE (AS PER PLAN)
 - ROOF SLOPE
 - ELEVATIONS
 - EXTERIOR MATERIALS
 - ROOF MATERIALS
 - LANDSCAPE AND WALKS
 - FENCE
 - OTHER (SPECIFY) POOL
 - VARIANCE
- (ATTACH SEPARATE PAGE IF NEEDED)

CONTINGENCIES/FURTHER REQUIREMENTS:

REASON(S) FOR DENIAL: _____

REVIEWED BY: _____

Vanessa Kent Stroberg
Manager, Creeks at Augusta Pines HOA

____/____/____
Date