

The Estates of Millbrook Homeowners 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 ALLOW AT LEAST 21 DAYS FOR ARC APPROVAL

Date submitted: _____

Lot #: _____ Lot address: _____

Owner/s: _____

Current Address: _____

Email: _____ Phone #: _____

Builder Name & Address: _____

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

_____ \$100 Review/inspection fee made out to Estates of Millbrook HOA

_____ Preliminary/Final Blueprints signed by owner

_____ Copy of Building Permit issued by Kendall County

_____ Plot of survey marked with site plan, set back, top of elevation, well location, & driveway location

_____ Septic site plan

_____ Landscaping plan (Can be submitted at a later date. Landscaping is to be done within one (1) season of home completion; must have prior approval *before* installation.

Parkway trees to be provided by owner/builder, as noted in Covenants, Conditions & Restrictions (CCR's), page 11. Standard lot-2 trees; Corner lot-5 trees, 2 in the front/3 on the side. **NO LIVE TREES CAN BE TAKEN DOWN WITHOUT PRIOR APPROVAL.** *Landscape plans submitted, must be drawn to scale on site plan. A legend for plant placement and plant size must be included).*

_____ Deck/patio plans (If not building with house, plans must be submitted at a later date prior to construction and approved)

_____ Copy of receipts for fees paid to Elementary & High School Districts*

Comments: _____

Sq. footage of living area not including basement/walkout (list exact sq. ft.) _____
(Must be at least: single story-2000 sq. ft., 1 1/2 story-2300 sq. ft., 2 story-2400 sq. ft.)

Will basement be finished for living space? Please circle: YES NO

Masonry name & color (sample or literature required) _____

Mortar color & joint type (sample or literature required) _____

Roofing material-name & color (sample or literature required) _____

Siding color/materials other than masonry-CCR's, p. 5, "C" (sample or literature required)

Driveway materials _____

Deck or patio material if building with house (sample or literature required) _____

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_____ (Please initial) **Garbage Control & Construction Prevention Barrier**

All construction areas are to have a barrier in some way to prevent debris, dirt etc. from encroaching onto another existing home or empty lot. Temporary fencing can be used; straw bales spaced every 5 ft. or other types can be used. They must be in place by backfill. Builder will be liable for all debris pickup and any damage sustained to common ground, roads, etc., as determined by the Estates of Millbrook Homeowners Association Board of Directors.

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_____ (Please initial) **PORT-A-POTTY & DUMPSTER**

A port-a-potty must be on site prior to any construction. A dumpster must be on site as soon as construction begins

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***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 Consolidated 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 Architectural Review Committee.**
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Comments: _____

Owner signature (or Builder if submitting) _____
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ARC Recommendation	Date: _____		
_____	_____	Yes	No
_____	_____	Yes	No
_____	_____	Yes	No