

**ARCHITECTURAL CONTROL COMMITTEE
APPLICATION FOR REVIEW**

DATE OF APPLICATION ____/____/____

HOMEOWNER'S NAME _____

ADDRESS OF PROJECT _____

PHONE _____ **E-MAIL** _____

CELL PHONE _____

DRAWINGS ARE SUBMITTED FOR THE FOLLOWING:

- New Home Construction
- Remodel of Existing Structure
- Addition to Existing Structure
- Major Landscaping
- Minor Requests – fencing, shed, pool, patio, gazebo, roof, etc.

TYPE OF PROJECT/REQUESTED DOCUMENTS

Please (X) below your requested type of project, the actions you have completed and items you have attached to this application for review by ACC.

- MAJOR LANDSCAPE** – new/redesign of landscape, patio, water features, tree/art sculpture, fireplace, lighting plan, etc.
 - Turned in your application by the 24th of the month so notification can be placed in the *Bow Mar Bulletin* prior to ACC presentation.
 - 2 completed ACC applications.
 - 2 sets of Landscape Drawings including:
 - Plant list with mature height of appropriate trees.
 - Lot Survey/Site Plan showing building envelope, hardscape, topography, removal of existing large trees/vegetation, lighting, etc.
- ____/____/____ Expected date of completion
- Have shown plans to immediate neighbors.

- MINOR REQUESTS** – sheds, fences, mailboxes, new windows, re-roofing, exterior detailing, stucco, minor landscape, exterior paint and trim color.
 - Turned in your application by the 24th of the month so notification can be placed in the *Bow Mar Bulletin* prior to ACC presentation.
 - 3 completed ACC applications.
 - 3 sets of Architectural Drawings illustrating exterior changes or Lot Survey/Site Plan with location of request.

MAJOR REMODEL/ALL VARIANCES – additions, extensive remodels, new dwelling and demolition of home, all variances.

- Turned in your application by the 24th of the month so notification can be placed in the *Bow Mar Bulletin* prior to ACC presentation.
- 2 completed ACC applications.
- 5 sets of Architectural Drawings including:
 - Lot Survey/Site Plan showing building envelope, hardscape, topography, **highlighting highest point on front setback**, shot by an engineer and stamped.
 - Architectural Drawings with comprehensive elevations detailing structure, height, and building details with engineered measurements.
 - Drainage plan stamped by an engineer.
- Color rendering/Materials board
- Major Landscape plan
- Contiguous neighbors have signed plans indicating they have been notified of project.

VARIANCES

Are you requesting a Variance? yes no

Height Variance _____ amount

Setback Variance – building within the 40 foot setback

Which lot line(s) are you requesting variance for and amount required

Immediate Neighbors Acknowledged

Lot Coverage Variance – square foot and percentage _____

In order for the Town of Bow Mar to grant a variance to the Town’s ordinances, you will need to explain in detail why such a variance should be considered. Is a variance your only option? What is your hardship?

PROJECT INFORMATION

Please fill out as thoroughly as possible. The more information made available, the less left to the imagination of the members of ACC. Sample materials should be submitted, as well as pictures of “similar” styles.

A. Total square footage of house footprint, including garages _____

B. Total Square footage of property _____

CALCULATE THE LOT COVERAGE % (A/B) _____

Allowable Coverage for the Town of Bow Mar	
LOT SIZE – 1 acre = 43,560 sq ft	LOT COVERAGE %
< .75	15%
.75 - .99	14%
1.0 - 1.24	13%
1.25 or >	12%

PROJECT DESCRIPTION – please describe exactly what changes/modifications you plan:

EXTERIOR MATERIALS/COLORS

Please detail all exterior materials that will be used in the project,. Break down by elevation and detail whether or not the material is new, replacement, or existing. A further detailing of color would be appreciated.

ROOFING – Type and material in relation to existing rook. Will the new roof be compatible with existing? yes no

In either case, describe the roofing materials that will be used?

Describe roofline, eaves, and its ties into the existing roof.

WINDOWS/EXTERIOR DOORS/SHUTTERS – type in relation to existing windows:

Describe any green related design or materials you have incorporated into your project:

Additional Notes which might benefit or expedite the review process.

CONSTRUCTION DATES:

PROPOSED START DATE ____ / ____ / ____ If actual construction/landscaping is not initiated within 180 days from the issuance of a permit or plan acceptance, the plans must be resubmitted to ACC and begin the process anew.

ANTICIPATED COMPLETION DATE ____ / ____ / ____ The Town of Bow Mar allows a maximum of 365 days from the day the building permit is issued for construction. If construction is not completed within the allotted time, the Building Commissioner shall assess monetary penalties that must be paid prior to the next inspection.

ARCHITECT INFORMATION

FIRM _____
ADDRESS _____
PHONE(S) _____

ENGINEER INFORMATION

FIRM _____
ADDRESS _____
PHONE(S) _____

CONTRACTOR INFORMATION

CONTRACTOR _____
ADDRESS _____
PHONE(S) _____

Is any work to be performed by the Homeowner? yes no
If yes, please describe the work:

APPLICANT'S SIGNATURE

DATE

____ / ____ / ____

updated 9/12