



# VALLEY LAKES

Community Association

## Architectural Review Committee

### *Application for Design Review*

#### *Quick Reference Sheet*

1. **Applications shall be submitted no less than 30 days prior to the anticipated starting date of construction or 60 days in advance when a building permit is required.**
2. Each unique improvement shall be submitted on a separate application regardless of when they will be constructed. For example; a deck and patio constructed at the same time, should be submitted on two separate applications. For projects with multiple inter-connected parts (such as a deck with attached gazebo, or pool with attached deck ) only one application is required. If you have any questions on this requirement, submit separate applications for each project.
3. **A \$25.00 processing fee is required to be submitted with each application.**
4. A new application must be submitted when any existing improvement is modified, removed or replaced.
5. If your project requires a BUILDING PERMIT from the Village of Round Lake, you may be required to submit a copy of the ARC approval letter with your permit application.
  - a. **You WILL NOT be able to apply for a permit until you have received ARC approval.**
  - b. The Village and ARC review processes are separate and independent of one another; the combined review process COULD take as long as 60 days. Please plan ahead.
6. When your COMPLETE application is received by the office, you will receive a tracking number for reference purposes.
  - a. If you provide your e-mail address, we will e-mail you the tracking number.
  - b. If you do not provide an e-mail address, we will send you the tracking number via US Mail.
7. Application status can be checked by emailing your tracking number to [ARC@valleylakes.org](mailto:ARC@valleylakes.org)
  - a. **Please do NOT call the office for updates on your application.** The most current information is always available by e-mail and status letters are mailed within 24 hours of being posted online.
  - b. Please DO call the office if you can not find or have not received a tracking number within 10 days.
8. If you are submitting an application for a FENCE, you must include the "Fence Selection" page from this application packet. This page is not required for other projects
9. Your description of the project should be as complete and detailed as possible so as to enable a quick review of your application. Incomplete applications will be returned with a request for additional information. If you're not sure what is required for a particular project, please contact us.
10. The Architectural Review Committee does not, under any circumstances, grant verbal approval for any improvement! The only valid approval of an improvement is the returned "Design Review Application" form which has been signed by the Unit Owner and stamped by the ARC along with a written letter of approval from the management company. These will be sent to you by US Mail within 3 business days of final committee review. **Any Unit Owner who contracts for, or initiates construction of any improvement without this written approval, does so solely at his/her own risk.**

*Do not submit this page with your application*

1. Name (Please type or print) \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Lot Number (see plat of survey): \_\_\_\_\_

4. Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

6. Email address\*: \_\_\_\_\_ @ \_\_\_\_\_

For Office Use Only	
Application #	
Date Received	
Date Returned	
Status	

**5. General Description of the proposed change.** Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used. Specify the location on the property, and any other pertinent information to evaluate the proposal. Use additional sheets if necessary. *(If your project includes a fence, you must also complete the "Fence Selection" application and include it with this form)*

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**6. Name of all companies, contractors or individuals performing the work :**

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**7. Required Exhibits and Supporting Documentation.** The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's thirty (30) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by The Village of Round Lake.

- **SITE PLAN - Faxed site plans/plats are not accepted** - TWO COPIES of the registered site plan of the property (which shows property lines and unit orientation) showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for ALL applications. One copy should show the property as it exists currently and one copy of the site plan must include drawings (in scale) of the proposed improvement including all relevant dimensions. *This drawing does not need to be "to scale" but should locate the improvement in approximate scale and clearly indicate all relevant dimensions including; size, height, distance from any structure, lot line, easement etc..*
- **ARCHITECTURAL DRAWINGS AND PLANS** - Detailed architectural drawings or plans must be provided for ALL proposed structures and major landscape improvements. Please contact the Architectural Review Committee for requirements specific to certain improvements. Architectural drawings for any structure with a full foundation MUST be drawn to scale and certified by a licensed architect. *In general all other plans need not be "in scale" but should be detailed enough that they would allow for construction of the improvement by a skilled contractor to your expectations. If the committee is unable to understand or interpret your drawings, it will delay approval.*
- **PROPOSAL OR CONTRACTS FROM CONTRACTOR AND CERTIFICATE OF INSURANCE** – A copy of the signed proposal, estimate or contract from the contractor(s) performing the work. If the work is being done by the homeowner, please indicate that. If an outside contractor is hired to perform the work a copy of their certificate of insurance must be included. The management office maintains copies of these certificates for many local contractors, please check with the Associations property manager to determine if a copy already exists.
- **PAINT OR STAIN COLORS** - A sample of the color(s) to be used must be provided for all painting and staining, together with a list and sample of existing colors on the house or appurtenant structures which will remain unchanged. Samples of clear finish are not necessary, but must be so specified on the application and plans. Photos will be accepted in lieu of samples for existing colors.
- **FINISHED MATERIAL**- A description and/or sample of all finish material to be used for the exterior surface of proposed improvements must be provided.
- **BROCHURES OR PHOTOGRAPHS** - The inclusion of photographs or a product brochure is appropriate to clarify type, model, and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
- **OTHER EXHIBITS** - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee prior to the submission of an application.

**8. Start Date of Construction** (No LESS than 30 days from date of this application) \_\_\_\_\_

**9. Completion Date** (all construction MUST be completed within one year of start date) \_\_\_\_\_

\*E-mail address will be used for tracking and status updates or questions only. Final approval will come via US Mail only.

Tracking #	
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**Terms and Conditions**

- A. Nothing contained herein shall be construed to represent that any alterations to lots or buildings in accordance with these plans shall be construed as a waiver or modification of local building and Zoning Codes to which the above property owner is subject.
- B. Where required by local building or Zoning Codes, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement. Homeowner is solely responsible for obtaining all necessary permits. Valley Lakes Community Association is not responsible for any fees associated with any permits regardless of the approval or denial of the requested improvement.
- C. Owner understands and agrees that no work on this request will commence until written approval is obtained from the Architectural Review Committee. Additions or exterior changes made before approval may result in a fines or assessments by the Board of Directors.
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
- E. Owner agrees to give the Architectural Review Committee, members of the Board and/or Managing Agent express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in progress, and/or the completed project.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations in strict conformity with the approval guidelines. The members of the Architectural Review Committee or Board may inspect the work to ensure compliance at any time.
- G. Owner acknowledges that he/she is familiar with the Architectural Standards and design review requirements and procedures for Valley Lakes Community Association.
- H. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days of the listed start date and completed within 360 days, or other time frame authorized by the Architectural Review Committee.
- I. In the event of an approval and subsequent construction of an improvement substantially different from that which is submitted and approved herein, the Board may, in its discretion, utilize all remedies available by law including abatement as allowed in the Covenants, Conditions, Restrictions and Easements for Valley Lakes Community Association to correct or remove the improvement at Owners expense.
- J. In the event the improvement is not approved, the Homeowner may resubmit a request including changes, modification, or additional improvements in accordance with the conditions set forth in the notice of rejection.
- J. Upon transference of ownership of property on which this improvement is installed or constructed, the Homeowner shall inform successor in title, including any tenant or purchase, by Articles of Agreement for Warranty Deed, of the existence of this agreement and the obligation set forth herein. The obligations herein shall pass to any successor in interest.
- K. Homeowner is solely responsible for the maintenance and upkeep of the addition, alteration or improvement, in keeping with the Architectural Standards for Valley Lakes and such standards as the Board may set from time to time.

**I have read and I understand the above application and notes in their entirety and do hereby submit this application for review by the Valley Lakes Community Association Architectural Review Committee.**

NAME (Please type or print) \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER'S SIGNATURE(s) \_\_\_\_\_

DATE \_\_\_\_\_

**Applications should be submitted no less than 30 days prior to the expected start date.  
Approvals are valid for 12 months from date of issue**

**Enclose a \$25.00 check or money order payable to the Valley Lakes Community Association with your application and mail or deliver to:**

Valley Lakes Community Association A.R.C.  
Premier Residential Management Company  
4180 Route 83, Suite 14  
Long Grove, IL 60047

**PLEASE NOTE:** If your project requires a BUILDING PERMIT from the Village of Round Lake, you will be required to submit a copy of the ARC approval letter with your permit application. You WILL NOT be able to apply for a permit until you have received ARC approval. The Village and ARC review processes are separate and independent of one another; the combined review process COULD take as long as 60 days. Please plan ahead.

Unit Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_

**Indicate the type(s) of fences you would like to install** *(most applications will only have one primary style)*

**Primary Fence Style** - refer to “Illustrated Fence Styles” *(Check ONLY ONE)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Type “A” Board on Board | <input type="checkbox"/> Gothic Picket          | <input type="checkbox"/> Dog Ear Picket |
| <input type="checkbox"/> Cascade Solid           | <input type="checkbox"/> Stockade               | <input type="checkbox"/> Framed Solid   |
| <input type="checkbox"/> Post and Rail (2 rail)  | <input type="checkbox"/> Post and Rail (3 rail) |   |

Location where this will be installed: \_\_\_\_\_

**Secondary Fence Styles** - refer to “Illustrated Fence Styles” *(Check ALL applicable)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Type “A” Board on Board | <input type="checkbox"/> Gothic Picket          | <input type="checkbox"/> Dog Ear Picket |
| <input type="checkbox"/> Cascade Solid           | <input type="checkbox"/> Stockade               | <input type="checkbox"/> Framed Solid   |
| <input type="checkbox"/> Post and Rail (2 rail)  | <input type="checkbox"/> Post and Rail (3 rail) |   |

Location where this will be installed: \_\_\_\_\_

List **all** pre-existing fences abutting this property and their location: \_\_\_\_\_

**Include a legible plat of survey clearly indicating the location of all existing and proposed fencing**

I/We the undersigned have read and understand the “Community Fencing Program” rules and regulations. We agree to abide by the rules set forth by the Board of Directors and will be solely liable for upkeep maintenance for this improvement.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*(Homeowner)*

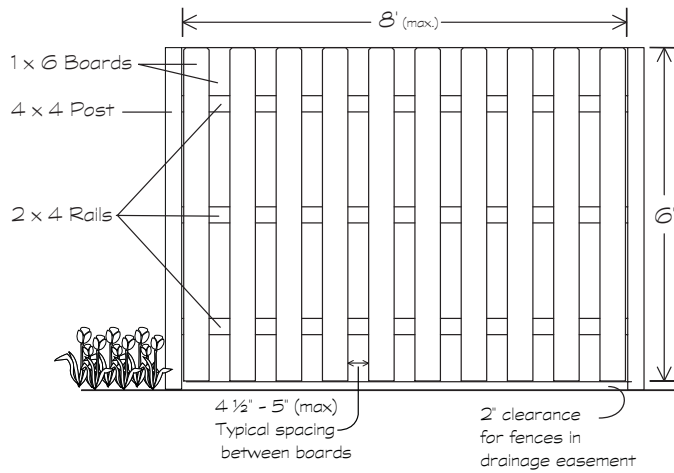
Signed: \_\_\_\_\_

*(Homeowner)*

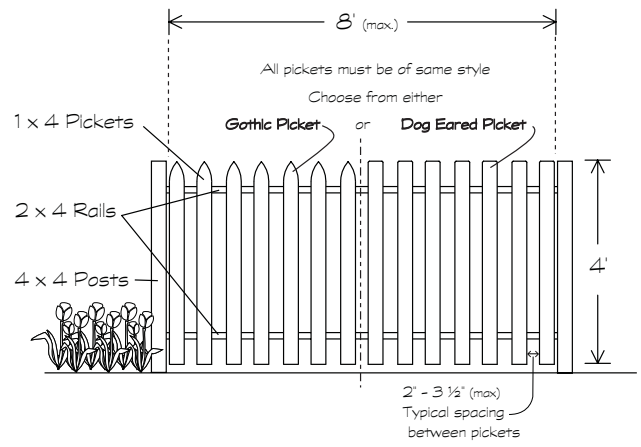


**Illustrated Fence Styles**

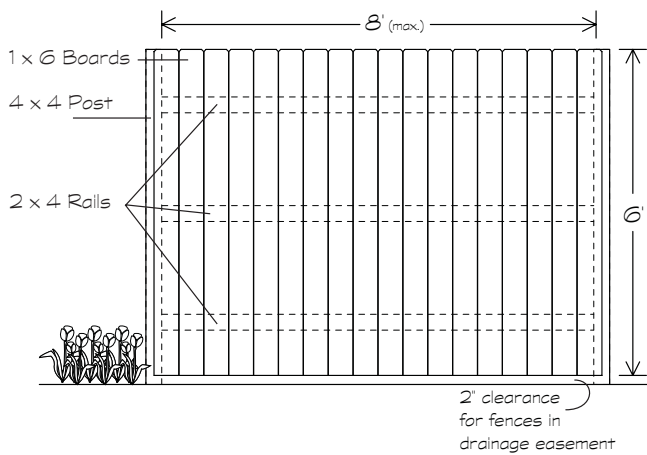
All fences shall be constructed **as shown** and to the specifications in the Valley Lakes Community Fencing Program Rules and Regulations



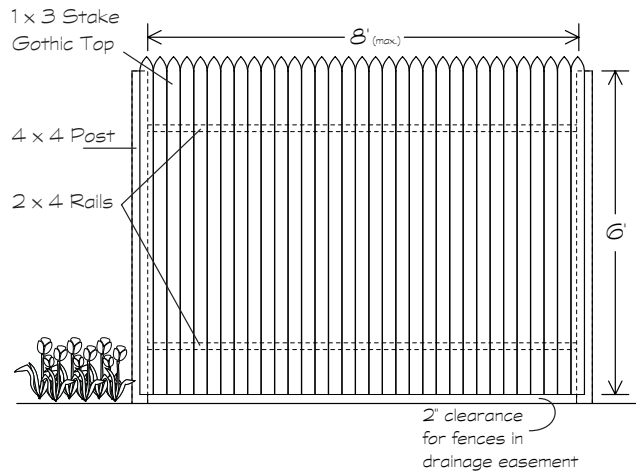
**Type "A" Board on Board**



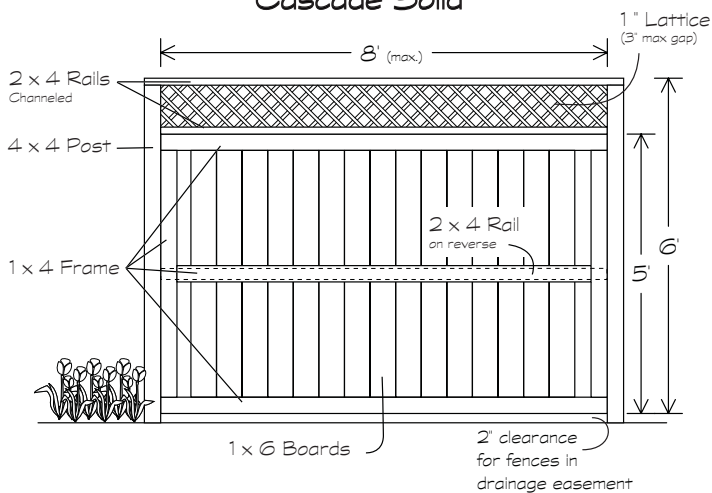
**Picket**



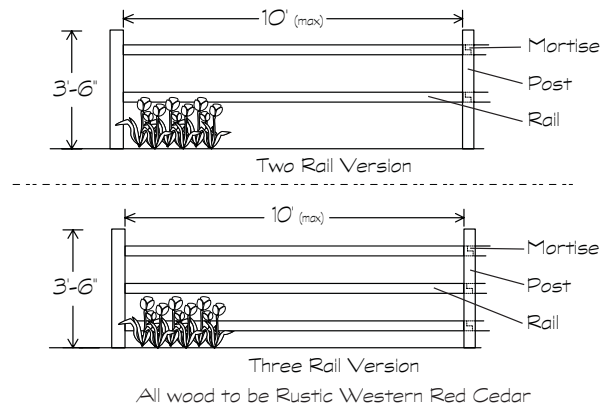
**Cascade Solid**



**Stockade**



**Framed Solid**

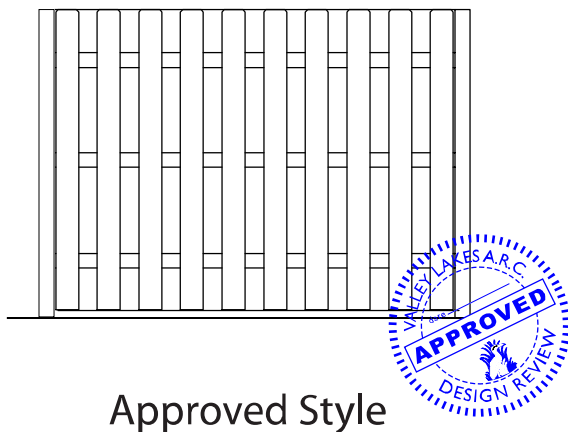


**Post and Rail**

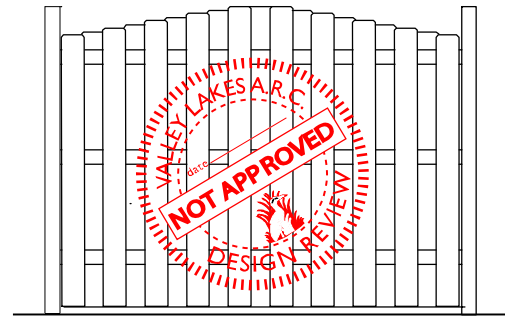


Illustrated fence styles are approved ONLY as shown on page two of the Fence Selection page and the Community Fencing Program, Illustrated Fence Styles.

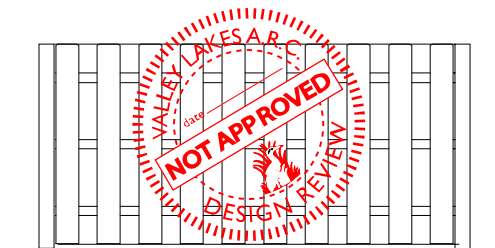
Variations in these designs such as arches, scallops, or differing sizes are generally NOT APPROVED. *Exceptions may be allowed in situations where fences exist which border the property, but are not consistent with the illustrated styles. Exceptions will only be considered when existing fences received an approval from the developer prior to 2002*



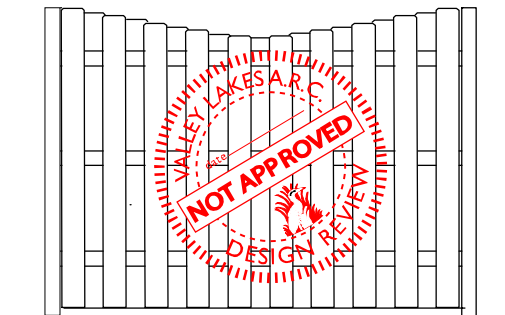
Approved Style



Arched Variation



Less than 6 Feet



Scalloped Variations

Builders and contractors may call their fences by different names, however when completed the fence should look like those illustrated in the architectural standards.

When submitting your application for design review, please use ONLY the names listed on the fence selection sheet.

Proposals from contractors which use different names from those on the architectural standards should be accompanied by an illustration showing what the named fence style will look like when completed.

Variations in name from contractors are okay, variations in finished style are not.

