

Millwood Property Owners Assn.

New Home Design Review Submittal and Approval Process

2-21-2017

The Design Review Committee (DRC) meets the first Tuesday of every month or as needed.

Please allow 14 days for submittal review and processing. Contact us at info@millwoodpoa.com

Application and Design Review Process

- One complete set of plans professionally drawn by an architect must be submitted along with the Design Review Application to the Chair Person of the DRC. See checklist on page 4 for details of what must be included in the plans.
- The Security & Damages Deposit of \$2,000.00, and the non-refundable \$500 Job Site Inspections Fee must be submitted along with the application. Make the \$2,500 check payable to Millwood POA. For Additions and Remodels, 50% of the above fees applies.
- An additional \$7,000 Security & Damages Deposit, and \$500 non-refundable road use and maintenance fee must also be submitted if the home is to be constructed within The St. Andrews Club at Millwood. Make the \$7,500 check payable to The St. Andrews POA.
- The DRC Chair will determine if the submittal is complete and ready to be presented to the Committee for review. Please note that incomplete applications will not be submitted.
- The Millwood Design Review Committee (DRC) approves, or disapproves plans and will send comments to the owner and/or builder to proceed with construction, or to resubmit the application after meeting the stated requirements.
- A Prior to Construction Property Verification and Inspection Form and certificates of insurance must be turned in to the DRC Chair before beginning construction.
- Upon completion of the review and approval process, the set of plans will be retained by the DRC.

Construction Completion

- Upon completion of all improvements to the property, including all landscaping, the owner and/or builder shall submit the Improvements Completed Property Verification and Inspection Form to the Chair of the DRC, stating that improvements are complete and in conformance with the approved plans and specifications of the DRC. *This form must be submitted no later than one month after occupancy of the residence.*
- The Design Review Committee will have 15 days to inspect property and improvements.
- After inspection, the DRC will notify the owner of either final approval, or noncompliance.
- The Security & Damages Deposit, or any remaining portion, will be refunded at the end of construction at the time of certificate of occupancy.

Millwood Property Owners Assn.
Property Verification and Inspection ----- Prior to Construction

Property Owner's Name: _____

Current Mailing Address: _____

Telephone Numbers: Business/Day (____) _____

Residence/Evening (____) _____

Mobile (____) _____

Lot number of proposed construction: _____ Phase: _____

Homesite Address: _____

I/we have read the current Millwood/St. Andrews Design Guidelines, Covenants, Conditions and Restrictions and fully understand the requirements set forth as they pertain to property damage. I/we have physically inspected the above home site and features listed below prior to commencement of construction, and do hereby verify that **NO** damage has been found to lot or adjacent lots. I/we understand that if damage occurs to a feature listed below as a result of construction, it is my/our responsibility to repair or replace such damaged feature, and that the security & damages deposit placed with The Millwood POA, (and the St. Andrews POA if applicable), will be held until such repair(s) are complete. I/we understand that an inspection will be done again after completion of home and landscaping.

Property Verification – Indicate Condition of the Following Existing Elements:

A. Pins are Located (Property Boundary Lines)

B. Damage to Property/Amenities

1. Sidewalk/Curbs (if applicable)
2. Community Fencing
3. Debris on lot or any adjacent lots

Signature: _____ Date: _____

Comments: _____

For the use of The Millwood Design Review Committee only

Lot Number: _____

Date Received: _____

Received By: _____

Millwood POA
<http://millwoodpoa.com>
PO Box 14213
Springfield, MO 65804
Design Review Application

Ownership Data

Property Owner's Name: _____

Current Mailing Address: _____

Telephone Numbers: Business/Day () _____

Residence/Evening () _____

Mobile () _____

Email Address _____

Do you wish to have the above information listed in a neighborhood directory? Y OR N

Lot number of proposed construction: _____ Phase: _____

Homesite Address: _____

Architect/Designer Data

Architect/Designer's Name: _____

Company Name: _____

Mailing Address: _____

Telephone Numbers: Business/Day () _____

Mobile () _____

Contractor/Builder Data

Contractor/Builder Name: _____

Company Name: _____

Mailing Address: _____

Telephone Numbers: Business/Day () _____

Mobile () _____

Home Details and Areas

Architectural Style: _____

Covered Deck/Porch Area S.F.: _____

Uncovered Deck/Porch Area S.F.: _____

Patio Area S.F.: _____

PLEASE USE THE FOLLOWING CHECK LIST TO ENSURE ALL NECESSARY INFORMATION IS INCLUDED WITH YOUR SUBMITTAL

Plan Submittal – 1 complete set

- A. Construction Plans
1. Square Footage per Level
 - a. Basement
 - b. Main
 - c. Upper
 2. Garage Square Footage
 - a. Two-Car
 - b. Three-Car
 3. Elevations must have all exterior products drawn in (see pg. 8) and include:
 - a. Front
 - b. Side
 - c. Rear
 - d. Entry/Porch including Front Step Details
 - e. Deck/Patio/Post/Railing Details
 - f. Garage Door Design Details
 - g. Window Grids, if used
 - h. Driveways & Sidewalks
 4. Roof Elevations (plans must include the following)
 - a. Roof Pitch
 - b. Dormer Pitch
 - c. Fireplace Flue – Elevations, Size, Materials

Note: *No skylight or vents are allowed on front elevation.*
- B. Site Plan (must include the following at appropriate scale size of 1"=20)
1. Building Envelope, and Building Setbacks
 2. Construction Area Plan (see pages 7-8 of Millwood Design Guidelines)
 3. Existing and Proposed Grading Contours outlining drainage plan ensuring water runoff to appropriate natural drainage areas
 4. Finished Floor Elevation
 5. Hay Bale or Silt Fencing Location
 6. Accessory Building (if any; show location and elevation on site plan)
----- Must have accessory building design approved also
 7. Patio Design
 8. Driveway, Sidewalks, & Retaining Wall Location and Materials
 9. Pool Plans (if any; show location and elevation on site plan)
----- Must have pool design approved also
 10. Portable Toilet, and Construction Dumpster Location
- C. Landscape Plans – Submit 30 days prior to final grading
1. Landscape Beds Location and Square Foot Size
 2. Plants – Type, Location, Size
 3. Trees – Type, Location, Size
 4. Landscaping Design around any Mechanical Equipment
 5. Retaining Wall – Material Design
 6. Court Yard – Material Design
 7. Landscape Drainage Plan

Plan Exterior Material, Finishes and Color

List and Include Samples and/or Literature on Each

- A. Masonry products and Color (Brick/Stone/Stucco) _____

 - B. Siding Products and Color _____

 - C. Soffit/Fascia/Gutter Products and Color _____

 - D. Trim Colors _____

 - E. Window Colors/Type * _____

- * Windows that are noticeable from street must be casement, unless exception made by MDRC*
- F. Roof Product and Color _____

 - G. Doors/Type – Front, Garage, Other (Must show detail on plan) _____

 - H. Deck Railing (Must show detail on plan) _____

 - I. Retaining Wall(s) (Must show detail on plan) _____

Certificate of Insurance

- A. General Liability
- B. Workers Compensation and Employer's Liability
- C. Auto

Security & Damages Deposit of \$2,000.00 and DRC Jobsite Inspection Fee of \$500. For Additions and Remodels, 50% of the above fees apply. An additional Security & Damages Deposit of \$7,000, and \$500 Road Use & Maintenance fee for construction within the St. Andrews Club at Millwood.

NO WORK MAY BEGIN UNTIL APPROVAL BY THE DESIGN REVIEW COMMITTEE HAS BEEN GRANTED.

I/we have read the current Millwood/St. Andrews Design Guidelines, Covenants, Conditions and Restrictions and fully understand the requirements set forth as they pertain to this application. All work will be completed in conformance with the approved documents and application. Any change to any building associated with this application shall be resubmitted to the Design Review Committee, and approval obtained prior to commencement of any and all improvements. During construction, I/we agree and will provide gravel to the driveway of this property for use as a temporary access.

Signature: _____ Date: _____

Please remember that you must have a contract on the lot before the Design Review Committee will accept this submittal.

THE SECURITY & DAMAGE DEPOSIT/DRC JOBSITE INSPECTION FEE OF \$2,500.00 MUST BE INCLUDED WITH THIS APPLICATION. FOR ADDITIONS AND REMODELS, 50% OF THE ABOVE FEES APPLY. PLEASE MAKE CHECK PAYABLE TO MILLWOOD POA. THE SECURITY & DAMAGE DEPOSIT/ROAD USE AND MAINTANCE FEE OF \$7,500 PAYABLE TO ST. ANDREWS POA MUST ALSO ACCOMPANY THIS APPLICATION FOR CONSTRUCTION WITHIN THE ST. ANDREWS CLUB AT MILLWOOD.

PLEASE NOTE: AN INCOMPLETE SUBMITTAL MAY RESULT IN DELAYS PROCESSING YOUR DESIGN REVIEW APPLICATION. PLEASE BE SURE ALL NECESSARY ITEMS ARE INCLUDED.

<p><u>For the use of The Millwood Design Review Committee only</u></p> <p>Lot Number: _____</p> <p>Date Received: _____</p> <p>Received By: _____</p> <p>Deposit: Cash _____ Check _____ Check No. _____ Money Order _____</p>
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The Millwood Design Review Committee may find it necessary to require additional information upon receipt of this submittal in order to effectively review your plan and move forward with the approval process.

Millwood Property Owners Assn.
Property Verification and Inspection – Improvements Completed

Property Owner's Name: _____
Current Mailing Address: _____

Telephone Numbers: Business/Day (_____) _____
Residence/Evening (_____) _____
Mobile (_____) _____

Lot number: _____ Phase: _____
Homesite Address: _____

The Millwood Design Review Committee has completed the property verification and inspection of the above address after all improvements to Property have been made according to the requirements set forth in The Millwood Design Review Guidelines and Declaration of Covenants, Conditions, and Restrictions as they pertain to property damage to existing community elements. This inspection is **NOT** intended to be a notice of final approval of the improvements or noncompliance of such improvements, but to verify that the present condition of the community elements that existed prior to construction are in the same condition or have been repaired to the satisfaction of the DRC. By signing below, I/we agree with the conclusion of the Property inspection of the DRC, and have read and understand the comments, if any, noted below pertaining to this conclusion.

Property Verification – Existing Elements

- A. Pins are Located (Property Boundary Lines)
- B. Damage to Property/Amenities
 - 1. Sidewalk/Curbs
 - 2. Utility boxes, etc.
- C. Landscape/Drainage Conforms to Plans Submitted

Comments: _____

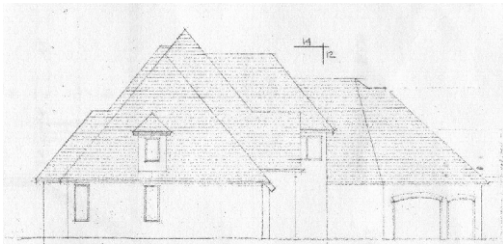
Signature: _____ Date: _____
Property Owner(s)

Signature: _____ Date: _____
The Millwood Design Review Committee Representative

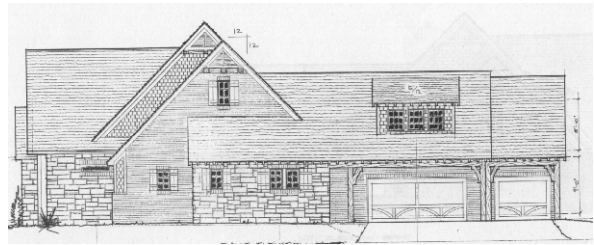
In order to avoid mistakes or issues that will slow the approval process, please note the following:

1. As mentioned, plans must show all sides of the elevation, with *all exterior products drawn in*.

Example:



Not acceptable



Acceptable

2. Please make sure that you have included a site plan *drawn to scale* that clearly shows the house as it will sit on the lot, with all easements and setbacks plainly noted. See checklist for additional items that must be called out on the site plan.
3. The Design Review Committee will be looking specifically at the front elevation for the following features:
 - Dimension
 - A variety of exterior products to create an aesthetically pleasing façade
 - Balance/consistency in design & products used

It is not the intention of the Design Review Committee to encourage or promote a “cookie-cutter” style subdivision; rather, it is our goal to encourage unique designs that complement the premise and style of The Millwood Community. When a person drives through Millwood, he or she should be able to easily see that while each home offers it’s own individual design, the common theme flows seamlessly throughout each of the unique neighborhoods with The Millwood Community.