

**SOUTH KESWICK
ARCHITECTURAL CONTROL BOARD APPLICATION
FOR NEW CONSTRUCTION, ALTERATIONS AND ADDITIONS**

ORIGINAL (initial building) or SUPPLEMENTAL (circle one)

Applicant's Name _____
Home Phone _____ Work Phone _____
Subject Property Address _____
Lot # _____
Request for Approval of (brief project description) _____

Projected Starting Date _____
Expected Completion Date _____

I have read a copy of the South Keswick Declaration of Restrictions, Covenants and Conditions (DRCC) and agree to follow them. Each project will be approved on a case-by-case basis. I grant permission to members of the Architectural Control Board to enter my property *by appointment* for the sole purpose of inspection of the above project. A \$25 fee will accompany the first (original) application made for this lot. Make check payable to South Keswick Owners Association. *No further payment is required for additional applications, whether by the original owner or subsequent owners.*

Applicant's Signature: _____ Date: _____
Co-owner (Optional): _____ Date: _____
Received by: _____ Date: _____
Architectural Control Board member

Note: The process of approval/disapproval begins with the "received" signature and date. Application must be Modified, Disapproved, or Approved, within 60 Days of Receipt or Approval will be deemed granted. An ACB application by an ACB member will recuse that member from being a signatory.

Decision of Architectural Control Board:

APPROVED: _____ DATE: _____
APPROVED: _____ DATE: _____
APPROVED: _____ DATE: _____

Additional information requested (describe): _____
_____ *Date:* _____

Original Approved Copy to Property Owner – Copy of Application retained in ACB File
Comments:

This application must be submitted to the ACB for any new construction and/or exterior changes or additions to your property. A list of projects includes but is not limited to: new construction, basements, attached/detached garages, decks, steps, porches, patios, awnings, walkways, outdoor barbeque pits, exterior color changes, fencing, large landscaping projects including tree removal, ponds, grading, retaining walls, above and in-ground swimming pools, hot tubs/spas, sport courts, solar panels, and outbuildings such as gazebos, storage sheds, barns/stables, run-in sheds, greenhouses, playhouses, dog houses/runs. If in doubt, check with an ACB member to determine if you need an application. Wind turbines are presently NOT allowed.

Contingent approval may be granted, but the applicant must complete all contingencies before proceeding. In some cases, resubmission may be requested.

APPLICATION PROCEDURE:

1. Mark your plat map where the project will be, giving details as to the footage between the project and the property lines as well as location in relation to other structures.
2. Fluvanna County presently requires 100' setback in the front, 50' on the sides and 75' in the back for a house. DRCC Easement Setback of 20' on all sides of the lot line.
3. Submit a picture or sketch of the whole project with detailed drawings and dimensions of the project. If it is a building, all elevations (including orientation, i.e. NSEW) with dimensions are required. If it is a house, architectural plans are required. For fencing, driveways, walkways, landscaping and terraces, etc., outline placement on your plat. If you are clearing trees and underbrush, constructing ponds/streams, putting in a well or septic system, or changing the grade of the lot, mark it on your plat and its distance from other structures, septic systems, drain fields and wells. Please be sure to list materials/colors to be used.

If you have questions, please feel free to contact one of the *current* members of the ACB. Current ACB members' names and contact information can be found at:

<http://www.southkeswick.org/acbmembers.htm>

GETTING TO WORK

Please contact any member of the ACB before you intend to actually start your project. Verify in a written memo to an ACB member when you or your contractor applies for a **Building Permit** from Fluvanna or Albemarle County. **It is the sole responsibility of the owner/builder/developer to insure compliance with all relevant building practices, codes, permits and licensing requirements.** It is the responsibility of the owner/builder/developer to construct an off road area for the loading/unloading/temporary storage of heavy equipment and building materials. **Road damage incurred** by contractors or their personnel must be repaired by the property owner within a maximum of 60 days from date of completion at the owner's expense. See Section 3.4 of the DRCC.

Fluvanna zoning regulations for ACB setbacks:

The DRCC requires 20 foot minimum on all sides for the Recreation Easements beyond the road easements. See sections 4.01(b) and 8.13 of the DRCC for setback requirements of the DRCC.

For County law go to: <http://www.co.fluvanna.va.us/>

Note: Owners must satisfy both DRCC requirements and County regulations, whichever is greater.

PROJECT DESCRIPTION AND MATERIALS LIST

1. Style of dwelling (ranch, split level, contemporary, colonial, etc.): _____

2. Number of stories _____

3. Square footage in each area.

Basement _____

First _____

Second _____

Attic/3rd _____

Garage _____

Total _____

4. Exterior of dwelling:

a. Basement or crawl space: material _____

color _____

b. Siding: material _____

color _____

c. Roofing: material _____

color _____

Note: Asphalt shingles to have a minimum of a 25 year warranty, be algae resistant, have a shingle appearance, a fire rating, and a weight of approximately 300# per square. All roofing contractors need to be licensed.

It is strongly recommended Cedar Shakes not be used because they are a fire hazard.

d. Trim: material _____

color _____

e. Windows: material _____

color _____

f. Doors: material _____

color _____

g. Shutters: material _____

color _____

h. Gutters: material _____

color _____

i. Chimney: material _____

color _____

j. Porches, steps: material _____

color _____

k. Patios, terraces, decks: material _____

color _____

l. Paths, driveways: material _____

color _____

5. Other structures (barns and other outbuildings) - describe the components listed in No. 4 above: _____

6. Paths and driveways: _____

7. Fences and gates: Pursuant to section 4.01(b) of the SKOA DRCC that allows for Recreational Easements, all fences and gates need to be placed at least twenty feet (20') inside of all property lines, front, rear and side. Please be able to demonstrate where your property line lies.

- a. Dimensions _____
- b. Materials _____
- c. Color _____

8. Swimming pool:

- a. Dimensions _____
- b. Materials _____
- c. Color _____
- d. Fencing _____

9. Ponds:

- a. Dimensions: _____

Note: If you are going to disturb a wetland area or dam a stream, you must contact the Virginia Department of Environmental Quality and the Army Corp of Engineers and satisfy all Virginia Code requirements. Please provide written proof to an ACB member, that required permits were obtained.

10. Miscellaneous (e.g., greenhouse, gazebo, arbor, playhouse, small animal or bird shelter, retaining walls):

- a. Dimensions _____
- b. Materials _____
- c. Color _____

11. Describe how your construction project may affect ecologically sensitive areas:

- a. Tree Removal _____
- b. Excavation/placement of removed dirt _____
- c. Stream Disturbance _____

12. Solar Panels

- a. Size _____
- b. Number _____
- c. Placement _____

13. Impact on immediate neighbors _____
(e.g., Visual, noise, smell, smoke)

Attach additional pages and/or information here if necessary.