

HIGHPOINTE ESTATES ARCHITECTURAL REVIEW FORM

Submittal Procedures:

- 1) Please fill out attached form (ARCHITECTURAL REVIEW FORM - PLANS)
- 2) Submit appropriate Fee (see below)
- 3) Submit 2 complete sets of House Plan under review
- 4) Submit 2 complete copies of Site/Grading Plan
- 5) ARB will meet once every 2 weeks to review your submittals
- 6) Our manager will notify you of ARB's review decision

Submittal Fees:

Check for \$150 for application fee (House Plan/Site/Grading Plan)
Check for \$400 for damage/debris deposit

Make checks payable to: HIGHPOINTE METRO DISTRICT

READ THE ARCHITECTURAL GUIDELINES FOR GUIDANCE. THE FOLLOWING ARE CHECKLISTS FOR YOUR CONVENIENCE ONLY, WHICH IN NO WAY ARE TO BE CONSTRUED AS A FINAL LIST. REFER BACK TO THE GUIDELINES.

CHECKLIST - SITE AND GRADING PLANS [SUBMIT TWO COMPLETE COPIES] (SCALE NO LESS THAN 1" = 20')

LEGAL DESCRIPTION, NORTH ARROW, NAME AND ADDRESS OF OWNER/BUILDER,
PROPERTY LINES AND BUILDING ENVELOPE LOCATION AND DIMENSIONS
FRONT, REAR, AND SIDE YARD DIMENSIONS TO PROPERTY LINES
SHOW DRIVES, PARKING AREAS, AND WALKWAYS
TOPOGRAPHY LINES 2' MAXIMUM INTERVALS, AND DRAINAGE COURSES
LOCATION AND ELEVATION OF DRIVEWAY AND OFF STREET PARKING
REFERENCES TO ADJOINING PROPERTIES, STREETS, AND EASEMENTS

CHECKLIST - CONSTRUCTION DRAWINGS [SUBMIT TWO COMPLETE SETS] (SCALE NO LESS THAT 1/4" = 1')

ROOF PLAN SHOWING PITCH, VALLEYS, HIPS AND OVERHANGS
SHOW SQUARE FOOTAGE OF EACH FLOOR ABOVE AND BELOW GROUND
WALL SECTION SHOWING HEIGHT OF STRUCTURE AND MATERIALS USED
FLOOR PLANS SHOWING MAIN STRUCTURES AND ANY ACCESSORY STRUCTURES

HighPointe Estates Architectural Review Form (Plans)

BUILDER _____ DATE _____

CONTACT PERSON _____

PHONE _____ FAX _____ E-MAIL _____

MAILING ADDRESS _____

PROPERTY ADDRESS _____ LOT # _____ PHASE _____

OWNER _____ PHONE _____

MAILING ADDRESS _____

PLAN NAME _____ ELEVATION NAME _____

SUBMIT:

- 1) **THIS COMPLETED FORM**
- 2) **2 COMPLETE SETS OF PLAN including
2 COMPLETE COPIES OF SITE/GRADING PLAN**
- 3) **APPROPRIATE FEE - \$150 APPLICATION FEE (nonrefundable)
\$400 DAMAGE/DEBRIS DEPOSIT
Check to: HIGHPOINTE METRO DISTRICT**
- 4) **ARB WILL MEET ONCE EVERY 2 WEEKS TO REVIEW YOUR SUBMITTALS**
- 5) **OUR MANAGER WILL NOTIFY YOU OF ARB'S REVIEW DECISION**

**ADDITIONAL INFORMATION/COMMENTS THAT MAY HELP THE BOARD BETTER
EVALUATE YOUR SUBMISSION**

BUILDER SIGNATURE

DATE