

Brandermill Community Association, Inc.  
ARCHITECTURAL REVIEW BOARD (ARB)

**Fence, Landscaping/Exterior**

**Lighting and Fixtures**

**Application**

**REMINDER:**

All Sample Materials Submitted with this

Application must be picked up within

Two Weeks of Application Approval

Brandermill Community Association, Inc.  
ARCHITECTURAL REVIEW BOARD (ARB)  
**Fence Landscaping/Exterior Lighting and Fixtures Application**

**Please be aware of the following:**

1. Applications must be submitted no later than the Monday eight (8) days prior to the meeting date.
2. All work must be completed within six (6) months of the approval date.
3. A follow up inspection will be conducted at that time to determine that all work has been performed in compliance with this approval.
4. THIS APPLICATION IS NULL AND VOID IF WORK IS NOT BEGUN DURING THE SIX (6) MONTH APPROVAL PERIOD.

**The following must be included with your application:**

1. A survey or plat drawing showing the proposed fence on the lot with dimensions to the property lines.
2. A description of the type of fence, materials and finishes.
3. For an example of required drawings refer to attached "Sample Drawings for a Fence". However, samples may not be substituted as survey and is for illustration purposes only.
4. Landscaping projects need to have a property survey or plat with lot dimensions to the property lines showing where the plantings, shrubs, trees, or other items will be placed.
5. Landscaping projects must list the type, number and specific location of the plantings. Certified landscape designer plans are strongly suggested for projects that are extensive or require regarding and changing of topography.
6. Lighting plans to include intensity of wattage, size of fixture, type of fixture, and site plan showing fixture and house location.

Neighborhood: \_\_\_\_\_ Lot #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Information: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

*Approval is limited to design criteria established by the Architectural Review Board and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Brandermill Covenants or Chesterfield County. Approval of siting does not imply compliance with county zoning requirements.*

\*\*\*\*\*

**FOR BCA USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_

- APPLICATION:            (    ) Approved as submitted  
                              (    ) Approved with Limiting Changes  
                              (    ) Not Approved  
                              (    ) Preliminary Review (additional information required)

ARB SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE COPY SENT TO OWNER: \_\_\_\_\_ INITIAL: \_\_\_\_\_

*BRANDERMILL COMMUNITY ASSOCIATION*

Architectural Review Board (ARB)

**Fence, Landscaping and Exterior Lighting and Fixtures Application**

**I. General Provisions:**

1. All exterior changes to a property **MUST** be reviewed and specifically approved, in writing by the ARB, **PRIOR** to the start of all work.
2. Application forms are available at the BCA office, or you may go to [www.brandermill.com](http://www.brandermill.com) and follow the **DOCUMENTS** link to access all forms necessary.
3. Property owners should submit for approval at least **two to three weeks prior** to anticipated need to begin project.
4. All Applications are responded to in writing- **no verbal responses/approvals are given by BCA staff.**
5. **Allow up to ten (10) days** after review for a written response from the ARB.
6. Applications that are **incomplete or inaccurate may be rejected** by the ARB at its discretion.

**II. Review Meetings:**

1. Second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month, 3:30P.M. at BCA offices, 3001 E. Boundary Terrace.
2. Applications must be submitted no later than the Monday eight (8) days prior to the meeting date.

**III. Fence, Landscape and Exterior Lighting Applications:**

1. **Purpose of Submittal:** Allow the ARB to see and visually understand the exact nature and extent of the proposed work to assure appropriateness of the suggested FENCE LANDSCAPE or lighting PLAN so that the appearance of the neighborhood remains consistent.
2. **Completeness and Accuracy Required:** The following must be included with your application;
  - A. A survey showing the proposed fence on the lot with dimensions to the property lines.
  - B. A description of the type of fence, materials and finishes.
  - C. Landscaping projects need to have a property survey or plat with lot dimensions to the property lines showing where the plantings, shrubs, trees, or other items will be placed, along with the type, number and specific location of the plantings.
  - D. The use of a certified landscape designer with their plans are strongly suggested for projects that are extensive or require regrading and changing of topography.
  - E. Lighting projects must have a site plan showing house and fixture location, and the type, size and wattage of the fixture.
3. **Sample Drawings for a Fence :** Refer to attached for an example of required drawings. Sample may not be substituted as survey and is for illustration purposes only.
4. **Submittals Not Returned:** Submittals are kept on file for a record of approved changes.
5. **Changes:** Deviations from the proposed/approved submittal **MUST** be resubmitted in accordance with the above.

**IV. Homeowner Responsibilities:**

1. **Property Owner is Responsible:** Each property owner is responsible for his or her property's compliance with the Covenants and Residential Design Standards. Proposed improvements may affect that compliance; therefore, the Covenants require approval from the Association prior to making any improvements regardless if the work is being performed by the owner directly, by a tenant, or by a contractor.
2. ***As the owner of the property, or its approved agent, I hereby give the BCA, its staff and other members of the Association, involved in the review of my application, permission to enter my property, and take and share pictures where necessary for the purpose of reviewing the aspects of the application, and providing me with a response to the request.***

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

3001 E. Boundary Terrace, Midlothian, VA 23112 804-744-1035, 804-744-2839, fax

# **Brandermill Community Association**

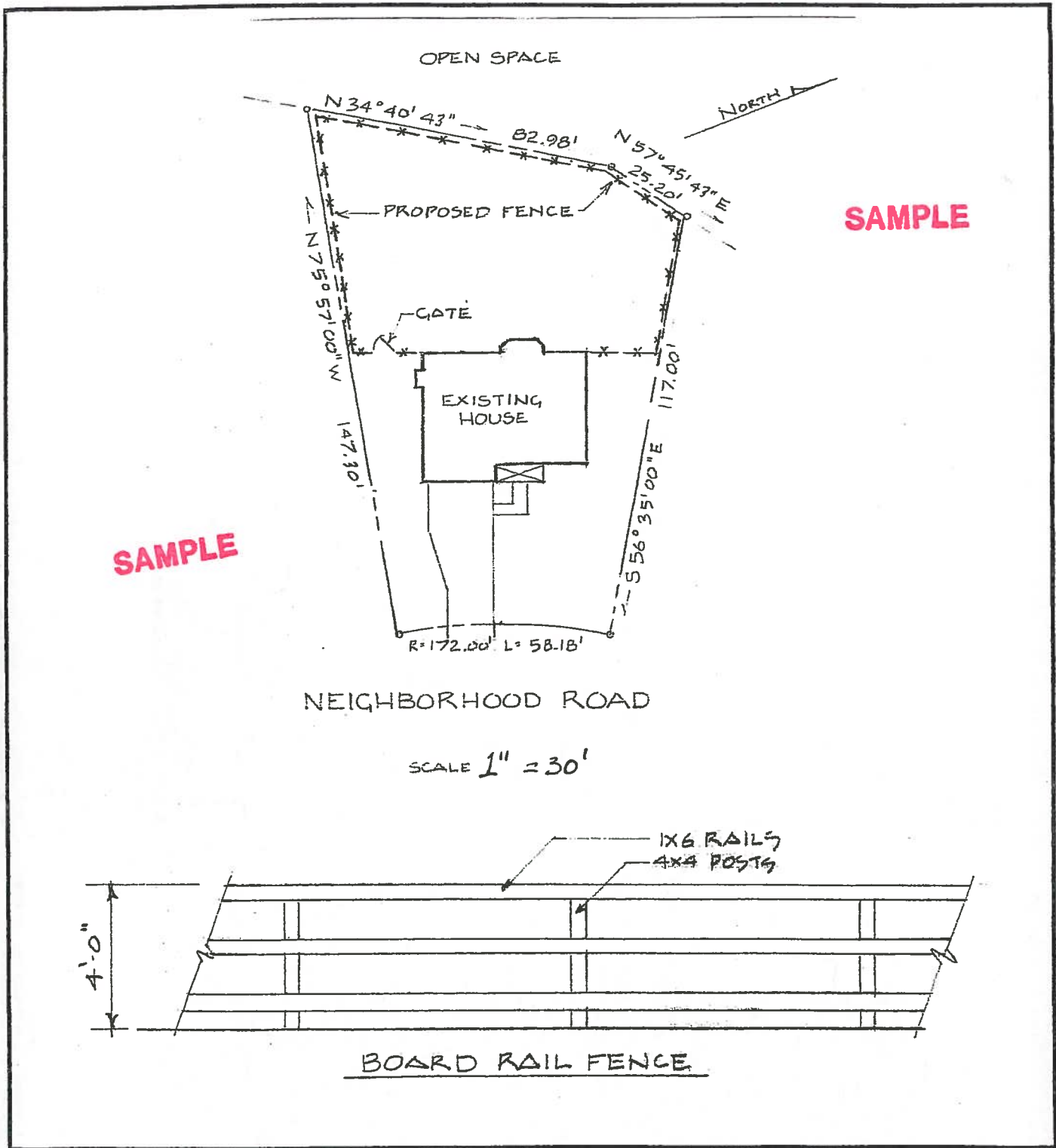
## **Architectural Review Board**

### **Fence, Landscaping/Exterior Lighting and Fixtures**

#### **Application Check List**

##### **Fence, Landscaping/Exterior Lighting and Fixtures:**

1. Application signed.
2. Homeowner contact information provided- minimum, address, phone #/email address.
3. Fence:
  - A. Proposed location of fence **(must be within your property lines)** clearly marked on plat.
  - B. Style of fence to be built, ie picket, split rail, etc.
  - C. If appropriate, color and or materials to be used.
4. Landscaping:
  - A. Site plan showing house location, and location of changes (new planting/removals).
  - B. Complete Listing of product(s) to be used, including:
    - a. name/type of plant.
    - b. size of plant going in.
    - c. size at mature growth.
    - d. number and type of plants to be removed.
    - e. changes in topography if any, slope levels, adjustments for drainage.
5. Exterior Lighting and Fixtures.
  - A. Site plan showing house location, and location of changes/additions.
  - B. Type of fixture(s).
  - C. Size of fixture(s).
  - D. Intensity of wattage.



### SAMPLE DRAWINGS FOR A FENCE

Note: These should include a scale plan drawing drawn accurately from a property survey or plat drawing, and an elevation drawing of the fence. The house should be shown graphically in the proper location on the lot. Show the proposed location of the fence in relation to the property lines and the house. If the fence will not be built up to the property line, show the distance from the fence to the property line. *Verify your property lines! Fences may not be constructed on BCA common area. Fences may not extend on to property belonging to others without their prior written permission, which must be submitted with your application for ARB approval.* On the fence elevation, indicate the height and style of the fence. You may use the fence drawings included in the Brandermill Residential Design Standards as a guide.