

Brandermill Community Association, Inc.
ARCHITECTURAL REVIEW BOARD (ARB)
Exterior Vinyl Siding Application

REMINDER:

All Sample Materials Submitted with this
Application must be picked up within
Two Weeks of Application Approval

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Exterior Vinyl Siding 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. Inspection will be conducted after 6 months to insure project in compliance with approval.
4. You must reapply if work is not begun within six (6) months of approval. Application is Null and Void.
5. Samples submitted with this application must be picked up within two weeks of approval, or they will be disposed.
6. See - "Standards for Installation of Vinyl Siding" for specific installation requirements, and Residential Design Standards 5.5.3

The following must be included with your application:

1. Manufacturer's specification sheet with nominal thickness (.044) must be included with this application.

Neighborhood: _____ Lot # _____

Property Address: _____

Property Owner: _____

Mailing Address: _____

Telephone #: Home: _____ Work: _____ Cell: _____

E-mail address: _____

Vinyl Siding Information (attach sample)	Manufacturer	Color Name / Number
Siding:	_____	_____
Soffit, Rake and Cornerboards:	_____	_____
Window & Door Trim:	_____	_____
Shutters :	_____	_____
Other: _____	_____	_____

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 info required

ARB SIGNATURE: _____ DATE: _____

DATE COPY SENT TO OWNER: _____ INITIAL: _____

BRANDERMILL COMMUNITY ASSOCIATION
Architectural Review Board (ARB)
Vinyl Siding 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 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 (2nd) and fourth (4th) Tuesday of each month, 3:30P.M. at BCA offices, 3001 E. Boundary Terrace.
2. To be included on the agenda, applications must be submitted no later than the Monday eight (8) days prior to the meeting date.

III. Vinyl Siding Applications: See Residential Design Standards Chapter 5.0

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 Vinyl Siding change so that the appearance of the neighborhood remains consistent, and in accordance with BCA Residential Design Standards, updated April 2007, and revised on September 2012.
2. **Completeness and Accuracy Required:** Submittals prepared for consideration by the ARB must be complete and accurate. Manufacturer's specification sheet with nominal thickness **must be** included with this application. Refer to Standards for Installation of "Vinyl Siding" for specific installation requirements.
3. **Submittals Not Returned:** Submittals are kept on file for a record of approved changes. All **SAMPLE MATERIALS SUBMITTED** should be picked up by the applicant within 2 weeks of approval otherwise the sample will be discarded. All other color samples become the property of the Association and are not returned. Therefore, please be sure to provide materials that are not needed for future use.
4. **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.

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, 804744-2839, fax

BRANDERMILL COMMUNITY ASSOCIATION
Architectural Review Board (ARB)
STANDARDS FOR INSTALLATION OF VINYL SIDING

1. Vinyl siding shall have a **minimum nominal wall thickness of .044"**. This generally includes only premium grade vinyl products.
2. Installation shall meet or exceed the standards in the handbook of the Vinyl Siding Institute, and the conditions stated below.
3. In clear run of siding measuring 12' 0" or less (between openings, corners, projections, etc.) only single length panels shall be used. No vertical joints are permitted.
4. In clear runs of siding over 12' 0", joints may be provided in a random pattern in the wall. In clear runs greater than 12' 0" but less than 18' 0" in length, a maximum of one vertical joint is permitted in any horizontal line of siding. In clear runs greater than 18' 0" but less than 30' 0" a maximum of two joints are permitted in any horizontal line of siding.
5. Do not "stair-step" joint patterns.
6. On the left and right sides of the house all joints shall face to the rear of the lot. On the front of the house joint directions should be mixed.
7. All right angle corner joints at trim pieces shall be mitered at equal angles in similar fashion to wood joints. Joints at the base of rakes should be made similar to the direction of wood joints.
8. Formed angles and edges of the metal trim sheet shall be fastened flat, and "dimpling" or "oil-canning" shall be minimized.
9. **The ARB reserves the right to reject any vinyl installation or portion of an installation based on poor finish workmanship, which meaning shall include buckling, warping, or waviness of siding, gaps between panels, failure of the panels to lay together sufficiently tightly at vertical joints, or other visual defect which, in the opinion of the ARB, establishes a standard of finish appearance for the house that is lower than that for the entire community. Installed siding that is rejected for this reason shall be repaired or replaced as required to obtain ARB approval.**

Brandermill Community Association

Architectural Review Board

Vinyl Siding Application Check List

Vinyl Siding:

1. Application signed.
2. Homeowner contact information provided - minimum, address, phone #/email address.
3. Sample of material (Manufacture Cut Sheet):
 - A. Manufacturer listed, must be .044 minimum thickness
 - B. Color - indicate color for all changes to the exterior, (ie, soffit, rake and corner boards, trim, doors, shutters, etc.).