



## **Submission Checklist to the Architectural Review Committee**

This is a checklist of required information that needs to be submitted to the Architectural Review Committee (ARC) for any proposed improvements on lots within the Maple Springs subdivision. This list does not in any manner replace nor supersede the Maple Springs Declaration of Protective Restrictions and Covenants (Covenants). The ARC encourages you to familiarize yourself with the Covenants prior to making any submission. The Covenants contain the specific requirements and protective restrictions that govern all construction within the subdivision. You may find an electronic copy of the Covenants under the Resources tab of the Maple Springs website. You also received a hard copy of the Covenants within your POA package when purchasing your lot. The purpose of this procedures checklist is to help simplify the submission process.

1. Submit two sets of plans (if in hard copy) to the ARC for any proposed structure that shall be erected, altered, or placed upon any lot in the Maple Springs subdivision. Plans may also be submitted electronically. Please submit these plans to:

Jerry D. Seaton  
1426 Alma Gaynelle Drive  
Mineral, VA 23117  
Telephone: 540-223-8131  
Email: fergseat@gmail.com

Please keep in mind that the only allowable structures on lots are single family dwellings, garages, and gazebos. All of these structures and the construction thereof must comply with all provisions of Sections 2 and 23 of the Covenants. Information relating specifically to the construction of docks and boathouses can be found at Sections 2(B)(i)-(iv) of the Covenants.

2. Some items the plans for construction on the lot should include are:
  - A site plan or plat showing the location of any proposed structure on the lot.
  - Architectural drawings showing floor plans, elevations, roof lines, etc.
  - Square footage of all home levels (1st floor, etc.).
  - Height of home above ground at front door.
  - Exterior material (brick, siding, etc.) and color (earth tones or Williamsburg colors).
  - Foundation material – please be sure to indicate finish as exposed foundation must be bricked, simulated brick, or parged/painted.

- Roofing material.
- Roof overhang (min. 8 inches) and slope (min. 5/12).
- Patio/deck size (min. 400 sq. ft.) and material (pressure-treated wood, vinyl, etc.).

Please keep in mind that detached garages and gazebos must be compatible by design and appearance with the dwelling.

3. Some items the plans for boathouse/dock construction should include are:

- A site plan or plat showing the location of the boathouse in relation to the shore line and the property lines as if they were extended into the water.
- Boat house size (no. of boat slips, jet ski slips, etc.).
- Dimensions and height of boat house (restricted to one story but observation deck is allowed).
- Boathouse/dock material (siding, roofing, and deck).

Note: Boathouse/dock construction also requires approval from Dominion Power.

**All plans (home or boathouse) require proper permits, etc. from Louisa County as well as adherence to any applicable codes, restrictions, etc., some of which may be in deeds.**

4. Landscaping

- Landscape planting guidelines are set forth in Section 2(K) of the Covenants. Generally, any plantings that exceed four feet, or that will exceed four feet, will need ARC approval before planting.

5. Mail Boxes

- The ARC has decided that mail boxes within Maple Springs must be black with a post unit.

This list is not all inclusive, but it should assist with the submission of plans to the ARC. Also, please keep in mind that no structures or improvements of any kind shall be erected, altered, placed, or maintained upon any lot unless and until the plans have received written approval from the ARC. If you need additional information, please contact Jerry Seaton.