



### **ITEMS WHICH REQUIRE ARCHITECTURAL REVIEW COMMITTEE APPROVAL:**

- Accessory Structures, if larger than 48 cubic feet
- Additions/Remodels
- Bluff Management
- Commercial signage
- Decks, if over 18 inches in height or 150 square feet
- Fences
- Fire Pits, if over 18 inches in height
- Generators, permanently installed and larger than 48 cubic feet
- Landscaping requiring Impervious Surface/Fill/Excavation Permit
- New Construction
- Play Structures, exceeds 15 feet
- Recreational Facilities
- Roof, if changing aesthetics
- Swimming Pools
- Windows/Doors, if over 25% change in size, placement, or if style changes
- Any other changes to a property that affect exterior appearance, as deemed by the building inspector

### **INFORMATION REQUIRED WITH APPLICATION:**

- Building Permit
- Architectural Review Committee application
- Two (2) complete sets of building plans (including elevations and grading)
- Photographs showing project location, elevations and surrounding views
- Samples or brochures showing materials, colors and designs
- All drawings shall be drawn to scale and a copy of contracts included/supplied
- Survey of property

### **ALL SURVEYS MUST SHOW THE FOLLOWING INFORMATION:**

- All structures and dimensions located on property
- All impervious surfaces located on the property with dimensions
- Distances to property lines and distances between structures

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- Please be aware members of the Architectural Review Committee may visit the project site prior to the meeting.
  - Building permits may be picked up on the Friday following the meeting, but please call SAFE built at (262) 346-4577 to verify amount and completeness of the application.
  - A \$60 filing fee is due when the project is submitted. Permit is paid pending the project's approval by the Architectural Review Committee. *Permit and filing fees are non-refundable.*
  - The deadline for submittal is two weeks preceding the meeting at 10:00am.

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The purpose of the Architectural Review Committee is to ensure that all construction and structures within the Village comply with the Municipal Code, and to ensure that all structures within the village meet minimum standards of architectural quality, consistency, aesthetic design, and finish. The Architectural Review Committee shall maintain, as its goal, the perpetuation of the Village's character and atmosphere, preservation of existing property values, and enhancement of the desirability of the Village as a residential community. Construction and renovation should be made so that exterior architectural appearance shall be substantially consistent with structures already constructed in the immediate neighborhood, or with the character of the applicable district. Sec. 104-2(a)(2)