

100 River Place Suite 1, Madison WI 53716

[www.valleyridgemadison.com](http://www.valleyridgemadison.com)

## **ARCHITECTURAL REVIEW APPROVAL PROCEDURES**

Written approval from the Architectural Control Committee is required prior to any improvements to your property such as, additions, fences, decks, storage sheds and satellite dishes, etc.

The following guidelines are provided to seek Architectural Control Committee approval:

Request Architectural Control Committee approval by completing the architectural review application and submitting the necessary documentation.

**Please email your application to:**

[shoagland@dsirealestate.com](mailto:shoagland@dsirealestate.com)

**Or mail a copy to:**

DSI Real Estate Group  
100 River Place Suite 1  
Madison WI 53716  
Attn: S. Nitka

- Necessary documentation must include a copy of the site plan indicating the location of the improvement. If a site plan is not submitted, the application will be returned.
- Submit a photo or drawing and the dimensions of the requested item.
- Submit a copy of the fence design with your signature, if that is what the item is.

A letter will be sent advising you of the Architectural Control Committee's decision on or before 30 days. After 30 days, the requested approval is deemed denied. Construction of any modifications should not begin before written approval has been received. Construction of any improvements must not begin until after closing.

A copy of the Architectural Control Committee application is attached.

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## ARCHITECTURAL REVIEW APPLICATION

1. Owner(s):  
\_\_\_\_\_
2. Address / Lot #/  
Neighborhood \_\_\_\_\_
3. Home telephone number: \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. General description of alterations being submitted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Estimated starting date: \_\_\_\_\_
7. Estimated completion date: \_\_\_\_\_
8. Owner(s) hereby acknowledge they are familiar with the Declaration of Protective Covenants, Conditions and Restrictions (the "Restrictions"), as well as, Amendments to the Declaration of Protective Covenants, Conditions and Restrictions ("Amendments"), if any, of the neighborhood.
9. Owner(s) hereby acknowledge and agree to honor all deadlines, if any, for completion of improvements referenced herein as established by the Architectural Control Committee (the Committee").
10. Owner(s) agree to store construction materials on the above referenced property only, and will bear the cost of repairing any damages caused to any such other areas for noncompliance.
11. Owner(s) agree to remove all unused materials from public view within seven (7) days following the completion of any work.
12. Owners hereby acknowledge in the event the Committee fails to approve or disapprove within thirty (30) days after the application and related documents requiring approval have been submitted, the application will be deemed denied. Submission will not be complete, and the thirty (30) day approval time, shall not commence until after all documents required herein have been submitted.

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## **REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION**

The documents listed below must accompany all application for Committee approval. Failure to submit the proper documents to the Committee will be considered incomplete and will be returned as unapproved.

1. **Paint or stain colors:** A sample of the color(s) intended to be used; along with existing paint colors on the home that will remain unchanged must be provided. Note: A photo of existing paint colors is an acceptable alternate to samples of existing colors.
2. **Finish materials:** A written description and/or sample of all finish material to be used for Exterior modification must be provided.
3. **Site plan or plot plan:** A site plan or plot plan, drawn to scale, showing the location and dimension of the proposed alternations, including orientation with respect to the property lines, must be provided for applications, including but not limited to decks, patios, walls, storage sheds, fences, gazebos and any structural additions to the home. Please note if this document is not included with every application, the application may be returned to you for re-submission
4. **Architectural drawing and/or landscape plans:** Complete detailed architectural drawings or plans must be provided for, including but not limited to decks, storage sheds, fences, gazebos and structural addition to the home, as well as, surrounding landscaping or topography changes of the lot
5. **Contractors' estimate/proposal/plans:** Bids receive may include the majority of the above described requirements. You may attach these documents to the application to be submitted. The cost listed may be deleted as the Committee is not interested in the cost of the improvement.
6. **Additional exhibits:** Additional exhibits may be required in order to permit adequate evaluation of the proposed changes. Feel free to contact the Committee for guidance prior to submission of application if in doubt.

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**NOTICE GIVEN TO OWNERS**

1. Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any of the provision of the Building and Zoning Codes established by the municipality, to which the property is subject to. Further, nothing contained herein shall be construed as a waiver or modification of said Restrictions.
2. Nothing contained herein shall be construed to represent those improvements, as approved by the Committee, are build able.
3. Where required, appropriate building permits shall be obtained for the municipality prior to construction. Nothing contained herein shall be construed as a waiver of said requirement.
4. Owner(s) is made aware and agrees that no work on this request will begin until written approval from the Committee.
5. Owner(s) agrees and grants express permission to the Committee to enter on the Owner's property at a reasonable time to inspect the project, during and after construction.
6. Owner(s) is made aware that any approval is contingent upon the completion of the alteration in a workmanlike manner and in accordance with the approved plan and specification of said alterations.
7. Owner(s) is made aware that any alterations not approved by the Committee will result in a written notification from the Committee and Owner(s) agree to bring the property back into compliance within a specified time as determined by the Committee. Further, Owner(s) are aware and agree that any legal expenses associated therewith will be the sole responsibility of the Owner(s).

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

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**APPLICATION SUBMITTAL**

1. Please email or deliver the application and supporting documents to the Architectural Control Committee via DSI (**see page 1** for delivery options).
2. Do not include original documents as they may not be returned. All pages submitted must be legible copies. Faxed submissions are not acceptable.
3. Owner must sign, if signature line is provided, or initial any page not signed indicating that you have read and agree to the requirements and notices given that are contained within the Exhibit F submittal form.

**APPLICATION REVIEW**

- Approved
- Approved as noted (see comments)
- Additional information needed (see comments)
- Not Approved

Comments / Additional requirements prior to approval:

- Copy of building permit
  - Copy of land survey
  - Color samples
  - Other (see below)
- 
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Comments from Committee Member:

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Committee Member Signature \_\_\_\_\_

Date: \_\_\_\_\_