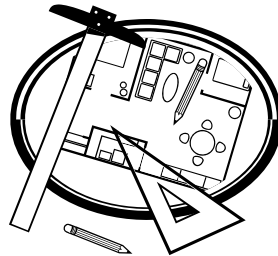


ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

WELCOME



Thank you for choosing Doubletree Lake Estates for your new home. The attached forms are required for Architectural approval. The forms must be filled out in their entirety prior to review.

Covenants and Restrictions can be found at [www.doubletreelake.net](http://www.doubletreelake.net).

Each Architectural Review must be accompanied by a \$1,000.00 Architectural Review Deposit made payable to Doubletree Lake Estates. This fully-refundable deposit shall be held by the POA until completion of construction to guarantee all construction conforms to and is completed within the plans submitted and provisions of the Declaration of Covenants. Deposit will be refunded, minus incidentals paid by Developer or POA, when home construction and landscaping are complete, inspected and deemed satisfactory by the Developer and Architectural Review Committee.

Every effort will be made to review your completed and submitted Architectural Review Approval Request Form as quickly as possible. Review will be complete no later than 10 days from receipt.

An Architectural Review Approval Request Form shall be required for all home, deck, dock, fence, pool, and storage building construction.

Construction is not to begin prior to receiving a written approval of at least three architectural review committee members.

|   |                        |
|---|------------------------|
| <b>Review Request</b>   | <b>Page 2</b>          |
| <ul style="list-style-type: none"> <li>Complete, sign, and deliver to Arch Review Committee.</li> </ul>         |                        |
| <b>Erosion Control Agreement</b>  | <b>Page 3</b>          |
| <ul style="list-style-type: none"> <li>Complete, sign, and deliver to Arch Review Committee</li> </ul>          |                        |
| <b>Selection Schedule</b>   | <b>Pages 4 &amp; 5</b> |
| <ul style="list-style-type: none"> <li>Complete, sign, and deliver to Arch Review Committee.</li> </ul>         |                        |
| <b>Landscaping Approval Request</b>   | <b>Pages 6 &amp; 7</b> |
| <ul style="list-style-type: none"> <li>Complete, sign, and deliver to Arch Review Committee.</li> </ul>         |                        |
| <b>Lamppost and Mailbox Requirements</b>  | <b>Page 8</b>          |
| <ul style="list-style-type: none"> <li>Sign and deliver to Arch Review Committee.</li> </ul>                    |                        |
| <b>Architectural Review Approval</b>  | <b>Page 9</b>          |
| <ul style="list-style-type: none"> <li>Deliver to the Town of Winfield upon completion and approval.</li> </ul> |                        |

**ARCHITECTURAL REVIEW APPROVAL REQUEST FORM**

**REVIEW REQUEST**

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

\_\_\_\_\_ Lot # \_\_\_\_\_ Actual Address \_\_\_\_\_

|                       |  |                  |  |        |  |
|-----------------------|--|------------------|--|--------|--|
| Lot Owner:            |  |                  |  |        |  |
| Current Home Address: |  |                  |  |        |  |
| Phone:                |  | Alternate Phone: |  | Email: |  |
| Builder Name:         |  |                  |  |        |  |
| Builder Address:      |  |                  |  |        |  |
| Phone:                |  | Alternate Phone: |  | Email: |  |

Architectural plans must be submitted and approved by the Architectural Review Committee prior to commencement of construction improvements.

Complete this form in its entirety and submit to the Architectural Review Committee with the following:

1. Two (2) copies of lot site plan (survey) detailing all intended improvements, property line set-backs, and elevations.
2. Two (2) copies of architectural plans & specifications detailing all intended improvements including elevations, materials, and grades. Deck and Patio plans must be included.
3. Completed selection schedule.
4. Completed Lamppost & Mailbox form.
5. Landscaping Approval Request completed in its entirety unless landscaping is to be completed by a future owner.
6. Erosion Control Agreement.
7. \$1,000.00 Architectural Review Deposit. Deposit shall be held by the POA until completion of construction to guarantee construction will conform to and be completed within the plans submitted and provisions of the Declaration of Covenants. Deposit shall be returned, minus incidentals paid by Developer or POA, when home construction and landscaping is complete, inspected and deemed satisfactory by the Developer and Architectural Review Committee.

Architectural Review approval shall be contingent on the above requirements as well as the Architectural Review Committee's determination that architectural plans meet or exceed the requirements of the Declaration of Covenants as well and the architectural and aesthetic appearance of the Development.

| FOR OFFICE USE ONLY  |                        |                              |                                  |                              |                               |
|----------------------|------------------------|------------------------------|----------------------------------|------------------------------|-------------------------------|
| (2) copies site plan | (2) copies house plans | Completed Selection Schedule | Complete Lamppost / Mailbox form | Landscaping approval request | \$1000.00 arch review deposit |
| Received             | Received               | Received                     | Received                         | Received                     | Received                      |

I fully understand and accept the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Builder

**ARCHITECTURAL REVIEW APPROVAL REQUEST FORM**

**EROSION CONTROL AGREEMENT**

This agreement is hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

\_\_\_\_\_ Lot # \_\_\_\_\_ Actual Address \_\_\_\_\_

Erosion Control Agreement must be signed by Lot Owner and Lot Owner's Builder and submitted to the Architectural Review Committee prior to commencement of construction improvements.

Soil erosion and resulting sedimentation are a leading cause of water quality problems in Indiana. Every phase of a construction project has the potential of contributing significant quantities of sediment-laden runoff. Therefore, as a site is developed and throughout completion, the Lot Owner and Lot Owner's Builder must share responsibility for erosion control. Once independent construction activities commence the developer shall no longer be responsible for erosion control nor shall the developer be responsible to maintain authority of erosion control, although shall maintain the right to enforce. Failure to comply shall result, by agreement of the lot owner and lot owner's builder, in any or all of the following; construction shut-down, fines, responsibility of repairs or cost of repairs to damaged property caused by runoff, legal fees, etc.

The individual lot operator, whether owning the property or acting as the agent of the property owner, shall be responsible for erosion and sediment control requirements associated with activities on individual lots. Same shall be responsible for installation and maintenance of a stable construction site access, clean-up of sediment that is either tracked or washed onto roads, and repair of adjacent lots disturbed by construction.

I fully understand and accept the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder

ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

SELECTION SCHEDULE: Complete in its entirety.

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

Lot # Actual Address

Check List: Must be completed in its entirety prior to submittal to Architectural Review Committee.

Home Style:

- Ranch 1 1/2 Story 2 Story Patio Other:

Square Footage:

1st Floor 2nd Floor 3rd Floor Basement Garage Other

Masonry: Note: Full side returns may be required as determined by Architectural Review - Min. 24" side returns required

Brand Color Size Front Elevation (Min. 75%) Side Elevation

Siding: Note: Fiber Cement siding may be approved based on quality, thickness, and warranty.

Material Grade Color Exposure %

Locations of Siding

Eaves / Frieze Boards:

Grade Color

Garage Doors / Trim:

Grade Color Trim Material

Exterior Doors:

Grade Color

Roof:

Brand Color Weight Pitch

Windows:

Brand Trim Color

Gutters & Downspouts:

Grade Color

Building Specifics:

Building Height Foundation Elevation Other Other

Address Numbers:

Location of Numbers (Numbers must be located in furthest protruding area facing street and easily seen from street.)

Refer to covenants and restrictions for specific construction requirements. The Developer and POA reserve the right to initiate or make changes to requirements based on the best interest of the community.

**For Office Use Only: To be reviewed and completed by Architectural Review Committee.**

| Item                    | Meets or Exceeds Minimum Requirements | Does NOT Meet Minimum Requirements | Approved | Denied |
|-------------------------|---------------------------------------|------------------------------------|----------|--------|
| Style of Home           |                                       |                                    |          |        |
| Square Footage          |                                       |                                    |          |        |
| Brick, Stone, Stucco    |                                       |                                    |          |        |
| Siding                  |                                       |                                    |          |        |
| Eaves and Frieze Boards |                                       |                                    |          |        |
| Garage Doors & Trim     |                                       |                                    |          |        |
| Exterior Doors          |                                       |                                    |          |        |
| Roof                    |                                       |                                    |          |        |
| Windows                 |                                       |                                    |          |        |
| Gutters & Downspouts    |                                       |                                    |          |        |
| Building Specifics      |                                       |                                    |          |        |
| Location of Address #'s |                                       |                                    |          |        |

| Member                                   | Signature | Date | Approve | Deny |
|--|-----------|------|---------|------|
| Dennis Rouhselang<br>Arc Review Engineer |           |      |         |      |
| Ron Johnson<br>Arc Review Member         |           |      |         |      |
| Terry Pingel<br>Arc. Review Member       |           |      |         |      |
| Mike Parks<br>Arc. Review Member         |           |      |         |      |

Approval requires a minimum three signatures accompanied by indication of "Approve".

Upon approval from the Architectural Review Committee I hereby agree to complete construction as proposed in the attached plans and selection schedule and will not deviate from such unless required in writing by Architectural Review Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder

**ARCHITECTURAL REVIEW APPROVAL REQUEST FORM**

**LANDSCAPING APPROVAL REQUEST**

Plans attached are hereby submitted for approval to the Architectural Review Committee of Doubletree Lake Estates for:

\_\_\_\_\_ Lot # \_\_\_\_\_ Actual Address \_\_\_\_\_

Landscaping plans must be submitted for review and approved in writing by the Architectural Review Committee prior to commencement of landscaping improvements.

Complete this form in its entirety and submit to the Architectural Review Committee with a complete detailed Landscaping Plan including specifications of all plants.

All submitted plans must meet the minimal landscaping requirements listed below.

1. Front and side yards shall be sodded and irrigated with fully functioning underground sprinkler systems. Rear yard shall be sodded or outfitted with an approved biodegradable seed mat. Other rear yard seeding methods are not permitted without the express written consent of the Architectural Review Committee.
2. Parkways (area between street and sidewalk) must contain two trees measuring a minimum caliper of 2.5" and of ornamental, shade, 7' clump type, or evergreen nature. Corner lots require four trees (two in each parkway). \* Minimal tree requirements on limited frontage lots may be reduced only with the express written consent of the Architectural Review Committee.
3. A minimum one tree shall be planted in an area of the front yard not considered the parkway.
4. Yards shall contain a minimum 15 shrubs or bushes with a minimum 15" diameter.

Lots must be fully landscaped upon completion of construction as weather permits. In no event shall landscaping be delayed more than 1 year from start of construction or 120 days following construction, which ever occurs first, without express written consent of the Architectural Review Committee.

Landscaping approval shall be contingent on the requirements hereto as well as the Architectural Review Committee's determination that landscaping plans meet or exceed the architectural and aesthetic appearance of the development.

The \$1,000.00 architectural review deposit shall be returned, minus incidentals paid by the Developer or POA, when home construction, landscaping, and required improvements including mailboxes and lampposts are completed, inspected and deemed satisfactory by the Developer and Architectural Review Committee.

Check List: Must be completed in its entirety prior to submittal to Architectural Review Committee

**Trees:**

|  |  |
|--|--|
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |

**Shrubs/Bushes:**

|  |  |
|--|--|
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |
| _____ Type _____ Qty _____ Locations _____ | _____ Type _____ Qty _____ Locations _____ |

**Sod/Other seeding methods:**

\_\_\_\_\_ Front Lawn \_\_\_\_\_ Rear Lawn \_\_\_\_\_ Side Lawns \_\_\_\_\_

Refer to covenants and restrictions for specific landscaping requirements. The Developer and POA reserve the right to initiate or make changes to requirements based on the best interest of the community.

**For Office Use Only: To be reviewed and completed by Architectural Review Committee.**

| Item              | Meets or Exceeds Minimum Requirements | Does NOT Meet Minimum Requirements | Approved | Denied |
|-------------------|---------------------------------------|------------------------------------|----------|--------|
| Submission        |                                       |                                    |          |        |
| Trees             |                                       |                                    |          |        |
| Shrubs and Bushes |                                       |                                    |          |        |
| Irrigation        |                                       |                                    |          |        |
| Sod & Seed        |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |
|                   |                                       |                                    |          |        |

| Member                                   | Signature | Date | Approve | Deny |
|--|-----------|------|---------|------|
| Dennis Rouhselang<br>Arc Review Engineer |           |      |         |      |
| Ron Johnson<br>Arc Review Member         |           |      |         |      |
| Terry Pingel<br>Arc. Review Member       |           |      |         |      |
| Mike Parks<br>Arc. Review Member         |           |      |         |      |

Approval requires a minimum three signatures accompanied by indication of "Approve".

Upon approval from the Architectural Review Committee I hereby agree to complete landscaping as proposed in the attached plans and specifications and will not deviate from such unless approved in writing by Architectural Review Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Builder

ARCHITECTURAL REVIEW APPROVAL REQUEST FORM

LAMPPOST AND MAILBOX REQUIREMENTS

Upon construction of your home you are required to obtain and install the aesthetically uniform front yard lamppost and mailbox.

Doubletree Lake Estates in not responsible for the purchase and installation of these items.

To obtain the uniform lamppost and mailbox contact the following:

West Residents:

US Post Company – (219) 617-0322 (Dave Bolla, Sales Rep)

Hanover Lamppost  
Model: P5390-31PC

Hanover Headlamp  
Model: P5456-31

US Post Mailbox  
Model: Frankfort

East Residents:

Dekker Electric – (708) 474-9800

Hanover Lamppost  
Model 351-7VGN-8

Hanover Lampwrap  
139-3VGN

Hanover Headlamp  
9935VGN-CSG

Hanover Mailbox  
M12VGN

Identify yourself as a Doubletree Lake Estates resident when calling. Allow at least two weeks for delivery and installation. Be sure to order the correct items for your subdivision (East or West).

Mailboxes are to be placed in compliance with state and/or federal guidelines. Mailboxes must be 6-8” from the curb with the door measuring 41-45” above the ground. Curbside mailboxes must be accessible without mail carrier having to leave their vehicle and must display at least 1” address numbers. Additional rules and regulations for residential mailboxes may be found in the USPS document DMM508.

I fully understand and accept the above lamppost and mailbox requirements and will obtain and install the items within 1 month of occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder

**ARCHITECTURAL REVIEW APPROVAL REQUEST FORM**

**ARCHITECTURAL REVIEW APPROVAL**

To be completed by Architectural Review Committee

**To: Town of Winfield**

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

Plans attached are hereby submitted by applicant as approved by the Architectural Review Committee of Doubletree Lake Estates for:

\_\_\_\_\_ Lot # \_\_\_\_\_ Actual Address \_\_\_\_\_

|                       |  |                  |        |
|-----------------------|--|------------------|--------|
| Lot Owner:            |  |                  |        |
| Current Home Address: |  |                  |        |
| Phone:                |  | Alternate Phone: | Email: |
| Builder Name:         |  |                  |        |
| Builder Address:      |  |                  |        |
| Phone:                |  | Alternate Phone: | Email: |

Architectural review has been completed. A request to \_\_\_\_\_ on the lot referenced above has been:

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied      \_\_\_\_\_ Approved w/ conditions as listed below:

|             |
|-------------|
| CONDITIONS: |
|-------------|

| Member                                   | Signature | Date | Approve | Deny |
|--|-----------|------|---------|------|
| Dennis Rouhselang<br>Arc Review Engineer |           |      |         |      |
| Ron Johnson<br>Arc Review Member         |           |      |         |      |
| Terry Pingel<br>Arc. Review Member       |           |      |         |      |
| Mike Parks<br>Arc. Review Member         |           |      |         |      |

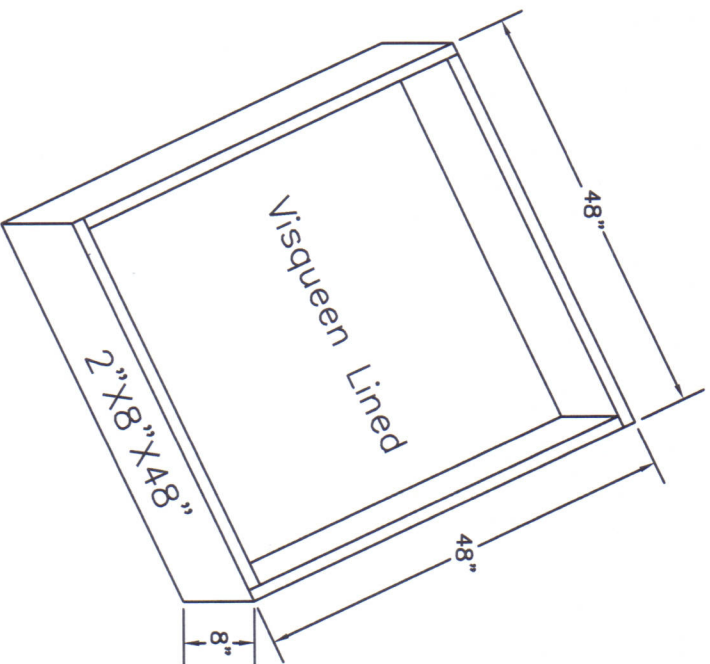
Approval requires a minimum three signatures accompanied by indication of "Approve".

Upon approval from the Architectural Review Committee I hereby agree to complete landscaping as proposed in the attached plans and specifications and will not deviate from such unless approved in writing by Architectural Review Committee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner of Lot

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder

**Notice: IDEM Concrete washout fluid requirement;**



Indiana Storm Water Quality Manual Chapter 7 Page 247  
Concrete Washout management requires a containment structure  
for concrete washout fluids. As per IDEM and EPA Rule 5  
**Concrete Washout Fluid MUST NOT BE WASHED ONTO THE GROUND**

Concrete Washout Fluid Containment Structure at each job site;  
May require two or more structures depending on size of pour.  
Line Box With Two Layers of Heavy Plastic Visqueen  
(After concrete sets break with sledge and place into dumpster)  
Do not bury or leave on job site.

**It shall be the responsibility of the General Contractor to notify  
his subcontractors and the concrete truck driver of this requirement.  
Trucks are to be washed out on the lot of the pour.**

**Copy of this notice received By: Signature \_\_\_\_\_**

**Date \_\_\_\_\_ Printed Signature \_\_\_\_\_**