

APPROVAL PROCEDURES

By written application only and then on a prescribed form directed to the appropriate architectural committee along with an application fee.

The written application shall be accompanied in duplicate by:

1. Complete set of plans and specifications drawn to scale setting forth the nature, kind, shape, height, color and composition of all exterior materials, proposed to be used; and the square footages, level by level, as well as the total square footage of the residence (excludes below grade areas at front, either full or partial).
2. Plot plan drawn to scale indicating the following: street(s) location; all lot dimensions; all structures proposed or existing on the lot, their size, location and distance from each other and to adjacent property or right-of-way lines; location/width of driveway(s) and walk(s); required set-back distances from property or rights-of-way; topography and physical features; easements of record; location/width of sidewalk(s) necessary to comply with Valparaiso Subdivision Ordinance #5, 1978, to be plotted at this time in the event the City should determine that sidewalks are in the best interest of the City as described in the Restrictions.

Indicate elevation of the proposed improvement as it relates to the existing street elevation and adjoining land(s).

As drawn, prepared and sealed by either a registered land surveyor, engineer or architect.
3. Landscaping plan drawn to scale setting forth the nature, kind, shape, height of all materials to be used; designate sod and/or seed areas.
4. Soil erosion and sedimentation control plan; include soil survey.
5. Drainage, grading and site plan indicating topography and proposed plans for handling of on site drainage, including, but not limited to, sump pump discharge, gutter drains, driveway drains, ditches, swales, sedimentation basins or berms; show physical features such as existing plant life, tree groups, waterways, etc.
6. Copies of all permits, plans and designs relating to the construction of a sanitary sewer service line.
7. Resume of builder evidencing quality experience and demonstrated achievements including references. Also include proof of builder's financial capability.

Once your plans have been approved by the appropriate architectural committee, one (1) set will then be returned to you so indicating. You are then eligible to request the approval of the City of Valparaiso. (Refer to Exhibit D-4).