



E C H E L O N

### Application for New Construction

Applicant/Builder: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Property Address/Lot#: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please submit PDF files of all information requested below. If PDF files are not available, two (2) paper copies in separate packages are required.**

**Please include a check in the amount of \$1,000.00 payable to Echelon Homeowner’s Association, Inc., as full payment for the Architectural Review Fee.**

*Refundable Deposits (Must be paid in full before any construction activity begins):  
Construction Deposit: \$5,000.00*

**Architectural drawings (2 sets) following ARC Guidelines pages 5 through 9.**

- |   |  |  |
|---|--|--|
| 1. Site Plan – 1” = 20’ – scale of choice | 5. Exterior Elevations – ¼” = 1’-0”    | 9. Landscape Details – scale of choice |
| 2. Foundation/Basement Plan – ¼” = 1’     | 6. Exterior Details – ¾” or 1” = 1’-0” | 10. Plant Schedule – grid format       |
| 3. Floor Plans – ¼” = 1’-0”               | 7. Exterior Finish Sample Board        |  |
| 4. Roof Plan – ¼” = 1’-0”                 | 8. Landscape Plan – 1” = 10’           |  |

**One (1) set on 8-½” X 11” paper**

**Source of Building design:**     Custom design     Purchased plan     Builder’s portfolio

**First Floor Square Feet:** \_\_\_\_\_ **Total Square Feet:** \_\_\_\_\_ **Stories:**    1        1-1/2        2        3

**Basement:**        Yes                      No

**Garage:**        Side Entry        Rear Entry        3 car        4 car        More: \_\_\_\_\_

**Lot Type:**        Golf Course        Waterfront        Corner        Interior

**Are there existing adjacent houses?**    Yes        No        Under Construction

**Has this building elevation been used on adjacent homes?**    Yes        No        Similar

**Is the architectural plan a repeat plan?**        Yes (Lot # \_\_\_\_\_)        No

**Estimated start date:** \_\_\_\_\_ **Estimated completion date:** \_\_\_\_\_

**Exterior Materials:**

**Veneer:**        Brick                      Rock                      Hardcoat Stucco                      Shake Siding

**Roofing:** \_\_\_\_\_ **Manufacturer:** \_\_\_\_\_

**Trim:** \_\_\_\_\_

**Stoop & Steps:** \_\_\_\_\_

**Exterior Colors:**

**Veneer:** \_\_\_\_\_ **Trim:** \_\_\_\_\_ **Front Door:** \_\_\_\_\_

**Roof:** \_\_\_\_\_ **Shutters:** \_\_\_\_\_ **Garage Doors:** \_\_\_\_\_



E C H E L O N

**PERMISSION IS HEREBY GRANTED FOR MEMBERS OF THE ARCHITECTURAL REVIEW COMMITTEE TO ENTER ON THE PROPERTY FOR REASONABLE INSPECTION OF THE CONSTRUCTION LOCATION.**

By signing this application, the undersigned agree that neither the ARC, nor any of its representatives, successors or assigns may be liable for damages to anyone submitting plans for approval, or to any Owner, Builder, Contractor, Visitor or Occupant of any of the property in Echelon by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval of any plans or the failure to approve any plans. No ARC approval as provided herein shall be deemed to represent or imply that the proposed improvement, if constructed in accordance with the approved plans and specifications, will result in properly designed and constructed improvement or that it will meet all applicable building codes, governmental or agency requirements. The issuance of Echelon ARC Final Approval does not take the place of other governmental approvals and permits. All such approvals and permits are the responsibility of each Owner.

We certify that we have thoroughly read and understand the Echelon Architectural Design and Construction Guidelines Document. Any variances from this document must be submitted to the Echelon Homeowners Association Board of Directors for approval. We also certify that we have read and thoroughly understand the New Construction Fee and Deposit Schedule. We understand and accept that violating rules within the Construction Guidelines will result in the appropriate fine being imposed.

**BUILDER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ARC CHAIRPERSON SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Submission should be made to:**

[jeff.huguenard@att.net](mailto:jeff.huguenard@att.net)

or

Echelon Architectural Review Committee  
100 Traditions Drive  
Alpharetta, GA 30004

**ARC ACTION**

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> APPROVED ALL      | <input type="checkbox"/> FINAL |
| <input type="checkbox"/> APPROVED AS NOTED | <input type="checkbox"/> FINAL |
| <input type="checkbox"/> RESUBMIT          |                                |

**ARC CHAIRPERSON SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_