

<http://www.watersidesml.com>

Please submit via email to: *arc.watersidesml@gmail.com*

**REQUEST FOR ARCHITECTURAL APPROVAL**

**Rev. 07/28/25**

***Guidelines***

The purpose of the Architectural Review process is to ensure that any new construction, addition, or modification to a Lot maintains property values, the character of the community, and does not unreasonably impact the rights of property owners and/or the surrounding neighbors who may be affected both during and after construction.

Provisions regarding the Architectural Review Committee (ARC) can be found in the Association's Declaration of Covenants, Conditions and Restrictions (CCRs) and related amendments. The Association requires written approval on file. This "Request for Architectural Approval" form is to be submitted with the actual set of plans that will be used. If prior ARC approval is not obtained and/or the Lot Owner does not follow these ARC procedures or the Associations CCRs, the owner may be subject to violation charges and/or legal action to either restrain the violation, recover damages, and/or enforce or cure any breach per Article V Section 1 of the third amendment of the CCRs.

The Waterside Board of Directors urges every homeowner to abide by their legal obligation to adhere to the CCR’s and architectural review procedures to achieve this goal.

***Approval Process***

ARCHITECTURAL REVIEW PROCEDURES ARE TO BE FOLLOWED PRIOR TO BEGINNING TREE REMOVAL, DOCK or HOME CONSTRUCTION, EXTERIOR IMPROVEMENT, RENOVATION or MODIFICATION. THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

1. Submit a written “Request for Architectural Approval” to the ARC describing the nature of the proposed improvement or modification, including all required attachments.
2. Submit a set of plans, including, where appropriate, site grading plan, lot line plan depicting existing structures as well as proposed structures, specifications, material types, landscaping plans including plant types, sizes and quantities and exterior color samples. The plot plan must show specifically what presently exists and the proposed change(s). (Note: There is NO ENCROACHMENT of common area permitted.)
3. The Architectural Review Committee will review the proposed plans and generally, you will receive a written response within thirty (30) to forty-five (45) days of receipt of the plans by the ARC. If the plans are denied, a reason for denial and/or request for alteration will be issued.
4. AFTER the Committee has approved your plans, you may proceed with the improvement. At that time, the written approval may be taken to the local government entities to obtain necessary permits.
5. The ARC will have the right to disapprove any plans, specifications or details submitted to it
	1. in the event the submissions are not in accordance with all the provisions of the Covenants, Conditions and Restrictions; or
	2. if the design or color scheme of the proposed building or other structure is not in harmony with the general surroundings of such Lot or with the adjacent lot or other buildings or structures within the community; or
	3. if the plans and specifications submitted are incomplete, or in the event the ARC deems the plans, specifications or details, or any part thereof, to be contrary to the interests, welfare or rights of all or any part of the Community or any Lot Owner (s). The decision of the ARC shall be final.
6. Approvals are based on aesthetics alone to preserve property values. The ARC will not be responsible for defects in plans or specifications submitted, revised or approved, or any structural or other defects in any work.

APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED BEDFORD COUNTY OR AEP PERMITS. OBTAINING A COUNTY OR AEP PERMIT DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE APPROVAL.

***Improvements requiring ARC approval:***

Homes

All one—story homes shall have a minimum square footage of 1800 square feet.

All one and one half—story homes shall have a minimum square footage of 2300 square feet.

All two—story homes shall have a minimum square footage of 2500 square feet.

**Calculations exclude any basement, bonus room or garage areas regardless of whether finished or unfinished.**

**Home submissions must include plans for driveways, paths, retaining walls, septic field locations, water management plan, and any clearing required.**

Out Buildings

Garden houses and storage buildings will be authorized but must be in keeping with the architecture of the principal residence and will be subject to approval of the ARC.

Fences

No fence shall be erected on any lot unless approved by the ARC. Fences should be no more than a 40% opacity to maintain an open environment, and should be constructed of aluminum, powder coated steel, wrought iron, or pressure treated wood. Applications for fencing must be submitted to the ARC and include the material, design and color of the fencing. Any fence stained or painted must be maintained. If in disrepair, owners may be found in noncompliance and subject to fines.

Fencing required for safety near retaining walls or around water features will be given special consideration to comply with county guidelines and regulations.

Boat Docks

All boat docks shall be located and constructed in accordance with the plans and specifications as approved by the ARC. In determining boat dock sites, the ARC and Lot Owners will attempt to minimize the impact of docks on other Lot Owners views. The final approval of any boat dock design and location shall be at the sole discretion of the ARC, subject to AEP Shoreline Management Plan requirements.

**Dock submissions must include related plans for driveways, paths, retaining walls, water management, and any clearing required.**

Removal of Trees

Except in necessary construction areas and septic fields, no trees eight (8) inches or larger in diameter, measured six (6) feet from the ground, shall be removed from the property without the approval of the ARC. There is no burning of trees, stumps or debris on any lot.

The ARC reserves the right to have owners mark trees proposed to be removed and may walk the property to review and approve tree removal. In no case, is clear cutting of a lot to be approved. If a house location requires clear cutting of a lot, the ARC may ask for consideration of alternative locations, or a planting plan to restore the nature of the lot at the owner’s expense.

Any Other Site Work

A general site work plan must be submitted prior to any proposed improvement beyond general maintenance. **If site work is to be performed prior to a home, ARC guidelines still apply, and a submission and approval is required.** At a minimum, plans should include:

1. Any proposed retaining walls, including location, height, and materials. These walls and materials must be approved by the ARC.
2. Any steps, paths, walkways, or driveways must be presented and approved by the ARC. This submission should include both materials and location of the steps, path, or driveway.
3. Any proposed landscaping beds, including retaining materials. Treated landscaping timbers are acceptable for landscape use. Railroad ties are not acceptable.
4. Areas of lawn and/or landscaping must be established within one year of home completion/issuance of certificate of occupancy and appropriately maintained thereafter.
5. Water management steps must be considered and in place at all times including before and during site work or construction and at all time thereafter to prevent and/or correct land erosion and mud/debris runoff into the lake or adjoining property.
6. Driveways – Before construction begins on any Lot, an interim driveway shall be installed for construction purposes. Each driveway shall be installed from the edge of the public road to the construction site and consist of a minimum of 6” inches of crushed stone. Corrugated metal culvert pipe shall be installed in accordance with the standards of the Virginia Department of Highways and Transportation if required. Post construction, finished driveways shall be surfaced with asphalt black top, poured concrete, paving stones or gravel. All driveways must be constructed with appropriate bulk fill/leveling material to ensure they are stable and will not sink under the weight of vehicles. All driveways must be properly maintained including a defined border, free of grass or weeds, and resealed/resurfaced/graded as needed to maintain a general groomed appearance.
7. Septic field location

Utilities

All fuel storage tanks, trash and garbage receptacles shall be buried in the ground or set at such places as not to be visible from any viewpoint, deemed by the ARC as negatively impacting any other Lot Owners. Air—conditioning compressors, heat pump equipment and all other mechanical equipment must be screened by landscaping so as not to be objectionable to the ARC. A screening plan, noting the location of buried utilities and AC screening plans must be submitted for approval.

Satellite dish antennas or other transmission or receiving antennas can be installed or placed on any lot with ARC approval. A plan for size and location of any satellite dish must be submitted for ARC approval. The ARC may refuse to approve any antenna or satellite dish based upon purely aesthetic considerations such as the size or location of the antenna.

IMPORTANT LOT OWNER REQUIREMENTS: DURING CONSTRUCTION, THE OWNER IS RESPONSIBLE FOR ENSURING THAT BUILDERS AND ALL CONTRACTORS DO WORK WITHIN THE ARC APPROVED PROJECT, THESE PROCEDURES, AND IN COMPLIANCE WITH THE HOA COVENANTS. OWNERS ARE ALSO RESPONSIBLE FOR ENSURING THE BUILDER AND ALL CONTRACTORS MAINTAIN THE PROPERTY IN A NEAT AND ORDERLY MANNER, KEEP THE PROPERTY AND ROAD CLEAR OF DEBRIS/TRASH OR WASTE OF ANY TYPE, AND FOLLOW WATER MANAGEMENT STEPS TO PREVENT AND/OR CORRECT LAND EROSION AND MUD/DEBRIS RUNOFF INTO THE LAKE OR ADJOINING PROPERTIES.

 

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**REQUEST FOR ARCHITECTURAL APPROVAL FORM**

Please submit via email to: *arc.watersidesml@gmail.com*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Lot Number: |  |

|  |  |
| --- | --- |
| Lot Owner: |  |

|  |  |
| --- | --- |
| Mailing Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phone Number: | (H) |  | (Cell) |  |

|  |  |
| --- | --- |
| Email Address: |  |

 Builder/Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Company/Primary Contact)

 Builder/Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Email) (Cell)

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated Project - Start Date: |  | Finish Date:  |  |

***ITEMS TO BE SUBMITTED FOR REVIEW***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Homes |  |  |  |  |  |  |
| *General* |  |  |  |  |  |  |
| 1 | Supply house elevations (4 sides) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Supply proposed roof pitch |  |  |   |   |   |   |
| 3 Supply location of house on plat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 | Home design - Ranch, 2 story, 1 1/2 story |     |
| 5 | Square footage - main floor |  |   |   |   |   |   |
| 6 | Total square footage  |  |   |   |   |   |   |
|  | (Do not include basement, bonus room, garage, or any unfinished space) |
| *Materials (Brand, Style, Color [description and color number])* |  |  |  |  |
| 1 | Siding |  |     |
| 2 | Trim |  |    |
| 3 | Shingle |  |    |
| 4 | Foundation brick or stone |  |    |
| 5 | Windows |  |     |
| 6 | Front door |  |    |
| 7 | Garage door |  |     |
| 8 | Outdoor lighting (also note location) |  |    |
| 9 | Other (Shutters, porch posts, etc) |  |    |
|  |  |  |   |
|  |  |  |  |
| Out Buildings |  |  |  |  |  |  |
| *General* |  |  |  |  |  |  |
| 1 | Supply building elevations (4 sides) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Supply proposed roof pitch  |  |   |   |   |   |   |
| 3 Supply location of building on plat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Materials (Brand, Style, Color [description and color number])* |  |  |  |  |
| *(Please note variations from the house materials)* |   |
| 1 | Siding |  |
| 2 | Trim |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | Shingle |  |    |
| 4 | Foundation brick or stone |  |    |
| 5 | Windows |  |    |
| 6 | Doors |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7 | Garage door |  |    |
| 8 | Outdoor lighting (also note location) |  |    |
| 9 | Other (Shutters, porch posts, etc) |  |    |
|  |  |  |     |
|  |  |  |  |  |  |  |  |
| Boat docks |  |  |  |  |  |  |
| *General* |  |  |  |  |  |  |
| 1 Supply dock elevations (4 sides) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Supply proposed roof pitch |  |   |   |   |   |   |
| 3 Supply location of dock on plat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Materials (Brand, Style, Color [description and color number])* |  |  |  |  |
| 1 | Siding |  |   |   |   |   |   |
| 2 | Trim |  |   |   |   |   |   |
| 3 | Shingle |  |   |   |   |   |   |
| 4 | Shed door |  |   |   |   |   |   |
| 5 | Outdoor lighting (also note location) |  |   |   |   |   |   |
| 6 | Other (Shutters, porch posts, etc) |  |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Removal of Trees |  |  |  |  |  |  |
| 1 | Note on plat, any trees eight (8) inches or larger in diameter, measured six (6) feet from the ground, to be removed, excluding trees that are in the immediate building envelope of an approved or submitted project. |  |
|  |  |
|  |  |  |  |  |  |  |  |
| 2 Explain reason for removal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Any Other Site Work1. Note on plat any proposed septic fields, driveways, pathways, stairs, water management plans, lawns/landscaping, retaining walls (include proposed material description for the project) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Note on plat any trees to be planted on the lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Other (for example, note on the plat and describe any proposed pond, pool, spa, or statuary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |
| 1 Note on plat, location of buried propane tanks (if not buried describe plan for screening) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Describe plan for screening of AC, Heat pump, or other mechanical equipment |  |
|  |  |
| 3 | Describe size and location of any antenna or satellite dish |  |  |  |
|  |   |   |   |   |   |   |   |
| 4 | Describe size and location of any solar panels |
|  |   |   |   |   |   |   |   |

Please be aware that the Lot Owner is responsible for ensuring that their Builder and all Contractors follow these procedures and the Waterside Covenants.  Equipment, debris, mud, dirt, and gravel left on streets or any land erosion/mud/debris runoff into the lake or adjoining property will trigger a request for a “stop work order” to be filed with Bedford County, as will any other violation of the Waterside Covenants. Any violation of these procedures or the Waterside Covenants will also be referred to the Waterside Board of Directors for Enforcement consistent with Article V Section 1 of the Declaration as amended in the third amendment to the Covenants.

Lot Owner warrants that he/she understands the Waterside Covenants and these ARC procedures and agrees to follow them. Furthermore, the Property Owner understands that any change to materials or design in this application must be approved by the ARC prior to work being performed.

The Lot Owner also warrants that he/she understands that ARC will monitor ongoing activity on the Lot to ensure adherence to the ARC approved project and follow up on completion timing. ARC will request “Notice of Completion” from the Lot Owner for final ARC walkthrough prior to closing the application. If issues arise or estimated completion dates are missed, the Lot Owner will be required to resubmit the ARC application with updated information subject to approval. Out of respect for the community, the Lot Owner is encouraged to take appropriate steps to meet completion timing within reason (especially as it relates to any exterior construction, addition or modification). The Lot Owner further understands that repeated significant delays in completion of the project will be considered a violation of these ARC procedures and will be referred to the Waterside Board of Directors for potential enforcement actions.

Lot Owner Name and Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

ARCHITECTURAL REVIEW COMMITTEE APPROVAL

WATERSIDE HOMEOWNERS’ ASSOCIATION OF BEDFORD COUNTY

ARC approval \_\_\_\_\_\_ ARC denial \_\_\_\_\_\_

Explanation or stipulations:

ARC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ARC Signature Date