

**DESIGN REVIEW APPLICATION
TAN-TAR-A ESTATES
ARCHITECTURAL CONTROL COMMITTEE**

Please Mail or Deliver To:

Architectural Control Committee
c/o Tan-Tar-A Estates Management Office
1026 Palisades Blvd., Ste. 9
Osage Beach, MO 65065

1. NAME: _____
2. ADDRESS OF PROPOSED CHANGE: _____
3. LOT NUMBER/STREET ADDRESS _____
4. HOME TELEPHONE _____
5. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

6. DEPOSIT FEE REQUIRED
A \$1,000.00 deposit is required for any major construction projects, \$250.00 for all others. The purpose of the deposit is to ensure that any damage to Estates roads or infrastructure or any final clean-up is addressed by the owner or contractor. This deposit is refundable after final inspection by the Management Office at completion of the project.
7. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The appropriate supporting documentation listed below must accompany this design review application for the proposed change. If you are unsure of what documentation should be included in your application talk with the Property Manager prior to submittal. An application submitted without all required submissions will be considered incomplete. In such case, the review process will not commence until all required submissions have been provided. In general, an applicant should provide any documents and exhibits required by the Osage Beach Fire Protection District and/or Camden Camden.

- a. Paint or Stain Colors – A sample and manufacturers number of the color(s) to be used must be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house structures which will remain unchanged. A pre-approved color palette is available at the Management Office no review is required for these colors but a permit must be obtained.
- b. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surfaces of proposed improvements to existing structures must be provided.
- c. Roofing Material & Color – A description and/or sample of all roofing finish material to be used must be provided.
- d. Landscaping- Any change in landscaping (additions or removal) must be approved by the ACC. A landscape plan must be submitted outlining any materials to be used along with a list of plantings, photographs would be appreciated.

Exterior Structural Additions

- e. Preliminary Plans- Before expending the funds necessary for a full set of plans the owner/contractor may submit rough plans for New homes, Decks, Storage/Golf Cart Sheds, Fences, Landscaping or any exterior structural addition to the home. Preliminary plans must include a site plan.
- f. Final Architectural Drawings – After approval of preliminary architectural drawings (if applicable), detailed plans must be submitted for final approval. All plans submitted to the Architectural Control Committee shall be in the form of dimensioned architectural drawings preferably in ¼” = 1’ scale. They shall show all floor plans including plans for foundation or piers. All exterior elevations showing existing and proposed grades. All exterior materials and finishes to be used must be noted on the plans. All colors must be noted on the plans and examples provided.
- g. Site Plan – An engineered site plan must also be submitted for any exterior structural change or addition, drawn to scale preferably 1”= 50’. Site plan must show the location and dimensions of the proposed improvements, including orientation with respect to any existing structures or hardscape. Plan must show the property lines and adjacent dwelling units if applicable.
- h. Photographs – The inclusion of photographs is encouraged for any exterior addition in particular for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- i. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Trustees and The Architectural Control Committee prior to the submissions of an application.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Trustees and the Architectural Control Committee)

9. ESTIMATED COMPLETION DATE: _____

- a. Nothing contained herein shall be construed to represent that alteration to lots or buildings in accordance with these plans shall not violate any of the provisions of The Tan-Tar-A Estates Restrictive Agreement, the Osage Beach Fire Protection District and/or the Camden County Building and Zoning Codes (see attached

schedule) to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any restrictions.

- b. Where required building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- c. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Trustees and the Architectural Control Committee as appropriate.
- d. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
- e. Owner agrees to give the Trustees and the Architectural Control Committee, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- f. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations. If plans are changed during the course of construction the changes must be submitted for review or a "Stop Work" order may be issued.

10. Owner acknowledges that he is familiar with the design review requirements and procedures for Tan-Tar-A Estates.

11. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Trustees of Tan-Tar-A Estates. If additional time is required to complete the project contact the Management Office for an extension.

12. CONTRACTOR/OWNER RESPONSIBILITIES

The homeowner and contractors will be responsible for the following:

- Working hours shall be between 8:00 a.m. and 6:00 p.m. when using power tools or other loud equipment.
- Construction and equipment parking shall be considered at all times. Street access shall not be blocked.
- Debris removal shall occur at the end of the day. Dumpster shall be removed and replaced when full.

Failure to comply with these guidelines can result in a "Stop Work" order or monetary fines to the homeowner.

OWNER'S SIGNATURE: _____ DATE: _____