



HERON

LAKKE

City of Auburn - Planned Unit Development

Architectural Control Committee (ACC)

**Guidelines
&**

Improvement Review Process

Adopted: December 31, 2017

Heron Lake Planned Unit Development

Architectural Control Committee - Guidelines and Improvement Review Process

Introduction

The Heron Lake Planned Unit Development was enacted on June 20th, 2017 by the Common Council of the City of Auburn, Indiana, and recorded as Ordinance No. 2017-06 in the Office of the Recorder of DeKalb County, Indiana. Such Planned Unit Development and the real estate comprising it, including any future annexations of additional real estate into the same, shall be referred to hereinafter as the "Heron Lake PUD" and the ordinance enacting the same shall be referred to hereinafter as the "Heron Lake PUD Ordinance".

The Dedication and Declaration of Protective Restrictions, Covenants, Limitations, Easements, and Approvals appended to as part of the Heron Lake PUD, Jackson Township, DeKalb County, Indiana was recorded as Document No. XXXXXXXX in the Office of the Recorder of DeKalb County, Indiana. Such covenants, agreements, restrictions, easements and limitations have been impressed upon the Heron Lake PUD and they shall be considered a part of every conveyance of land within the Heron Lake PUD, without being written therein. Those provisions contained are for the mutual benefit and protection of the owners present and future of any and all land in the Heron Lake PUD, and they shall run with and bind the land and shall inure to the benefit of and be enforceable by the owners of land included therein, their respective legal representatives, successors, grantees and assigns in accordance to and subject to the terms and conditions contained therein, shall be referred to hereinafter as the "Heron Lake Covenants".

This document, hereinafter referred to as the "ACC Guidelines", contains rules and regulations promulgated pursuant to Article V and Article VII, Section 19 of the Heron Lake Covenants. These rules and regulations are adopted and promulgated to carry out the intent and purpose of the Heron Lake Covenants and, as set forth in the Heron Lake Covenants, shall be enforceable by Heron Development, LLC, or its successors, assigns, or designated representatives (collectively, the "Developer") in the same manner as the restrictions and covenants contained in the Heron Lake Covenants. Additionally, the Developer's remedies, including the imposition of liens, monetary fines, and penalties are as set forth in these rules and regulations and the Heron Lake Covenants as authorized by the Heron Lake Covenants

Preface

The ACC Guidelines are intended to provide a basis for dialogue between the ACC Committee and Owners/Builders and provide transparency in the review process. An ongoing exchange of concepts and potential solutions is viewed as the desirable method for addressing the requirements of each stage of the Improvement Review Process.



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Review Process

The improvement application review process is comprised of four components. The improvement placement / construction review is also comprised of four components. Specific improvements within the purview of the ACC may not be subject to or applicable to all components:

1 - Building Ordinances:

The first level of building requirements and review consists of the City of Auburn local building requirements. These requirements are specifically developed for the Heron Lake PUD. A copy of these requirements are available from the ACC. This step is reviewed by the City of Auburn.

2 - Site & Geometrics:

The second level of review relates to site layout and geometrics. Documentation relating to improvement location, layout, and heights will be presented to the ACC for review and approval/disapproval. This step is reviewed by the ACC.

3 - Building Components:

The third level of review consists of a point based review. This review system incorporates regionally appropriate options for improvement elements. The points are weighted to direct improvements into a desirable outcome. The intent is to maintain the value and quality of materials and craftsmanship in the final improvement. This step is reviewed by the ACC.

4 - Visual Appropriateness:

Final level of review will evaluate the visual or cosmetic appropriateness of the proposed improvement. The applicant will provide improvement documents (as applicable) to adequately communicate the visual appearance of all improvements. The intent is to maintain a blending appearance for all surrounding improvements and not a stark contrast. This step is reviewed by the ACC.

5 - 8 Improvement Placement / Construction Review:

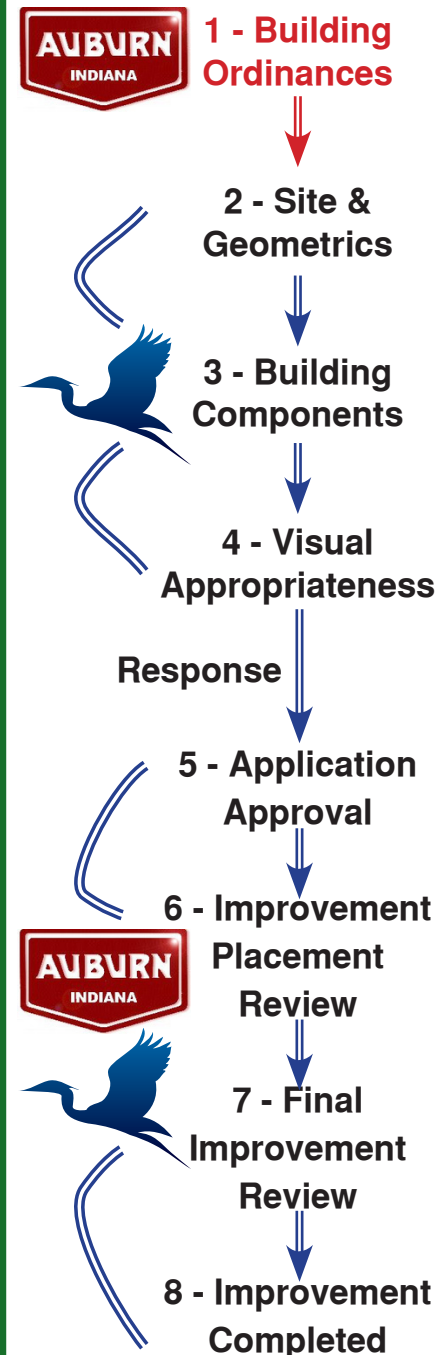
The final four steps relate to oversight of the actual improvement placement and construction. The final review of the improvement will respond with an ACC Review Completion notification or additional conditions to ensure compliance. Both local jurisdictions and ACC will review these steps.

NOTE:

Commercial improvements will follow the process above with the addition of State codes within Component #1 (and other codes where applicable).

Review Process

4 Components



Heron Lake PUD

ACC Guidelines & Improvement Review Process

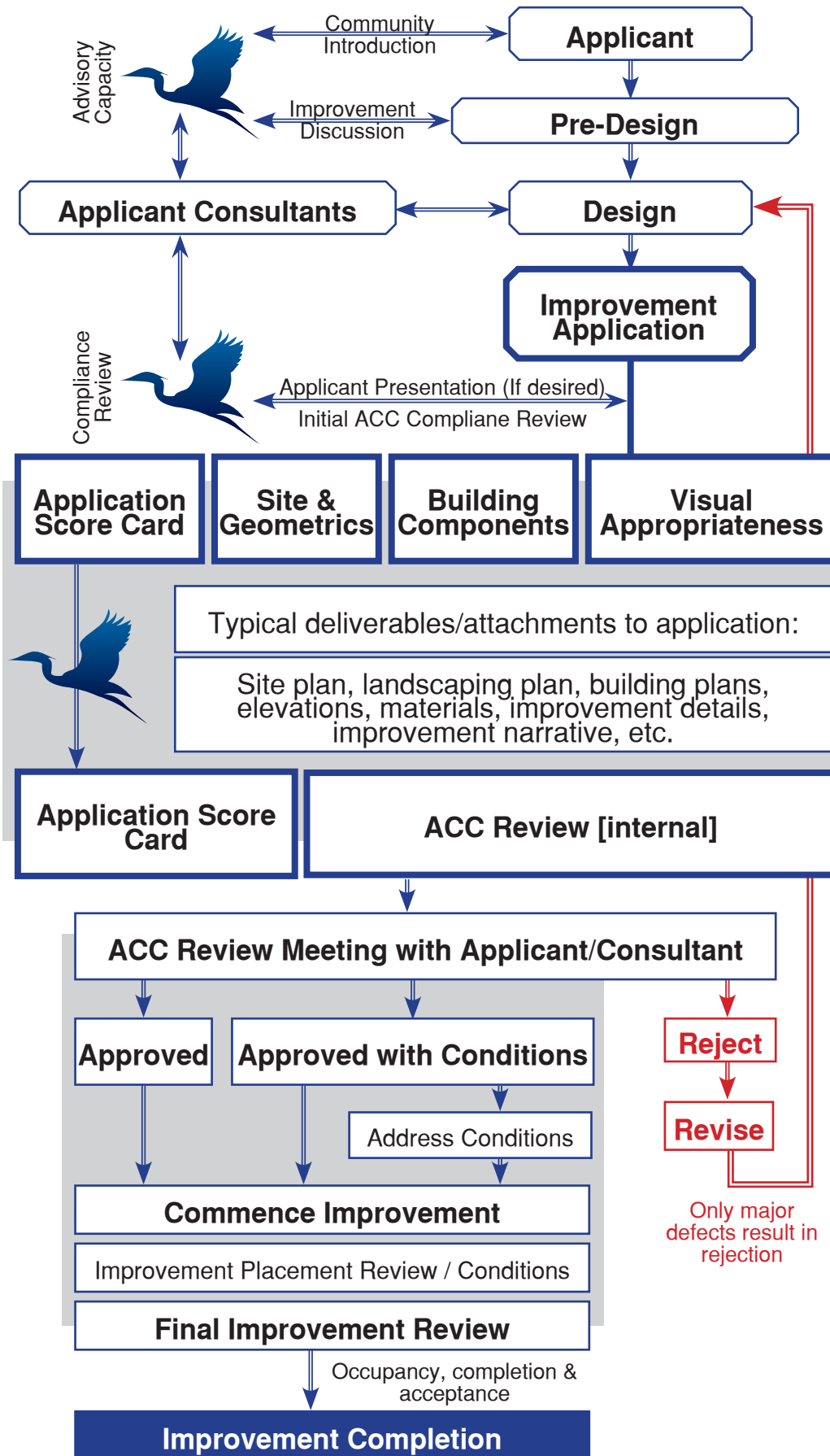
Adopted: December 31, 2017



Review Process

ACC.4

ACC Review Process Flowchart



Summary

- The Review Process is an evaluation of the Improvement Application.
- The Applicant is encouraged to present concepts and ideas to the ACC prior to official submittal. The ACC provides an advisory capacity for Applicants.
- The intent of the Review is to: maintain a blended atmosphere with a palate of unifying materials, to elevate the quality of design and construction, and to not inhibit design options.
- Not to inhibit but to educate and advance the quality of Improvements.
- Matter of choice: the Applicant retains the right to choose and adopt, within the allowed options, the most similar method, material, components or design to their own preference.
- All choices are aimed to improve your sustainability, your ecological footprint, and provide you with greater long term value.



Typical Required Documents:

Typical New Home Construction Package:

Application:

Form
Fees
Improvement Narrative

Drawings:

Site Plan
Landscape Plan
Building Plan
Elevations

Documents / Misc:

Material Selection Sheets
[from manufacturer literature]
Color samples
Window details
Roofing details

Optional:

Narratives or other documentation to demonstrate the special conditions or goals of the construction.

Typical Lot Improvement Package:

Application:

Form
Fees
Improvement Narrative

Drawings:

Site Plan
Landscape Plan

Documents / Misc:

Material Selection Sheets
[from manufacturer literature]
Color samples
Improvement details

Optional:

Narratives or other documentation to demonstrate the special conditions or goals of the improvement.

NOTE: The ACC office will be able to confirm the documents needed for your specific application.

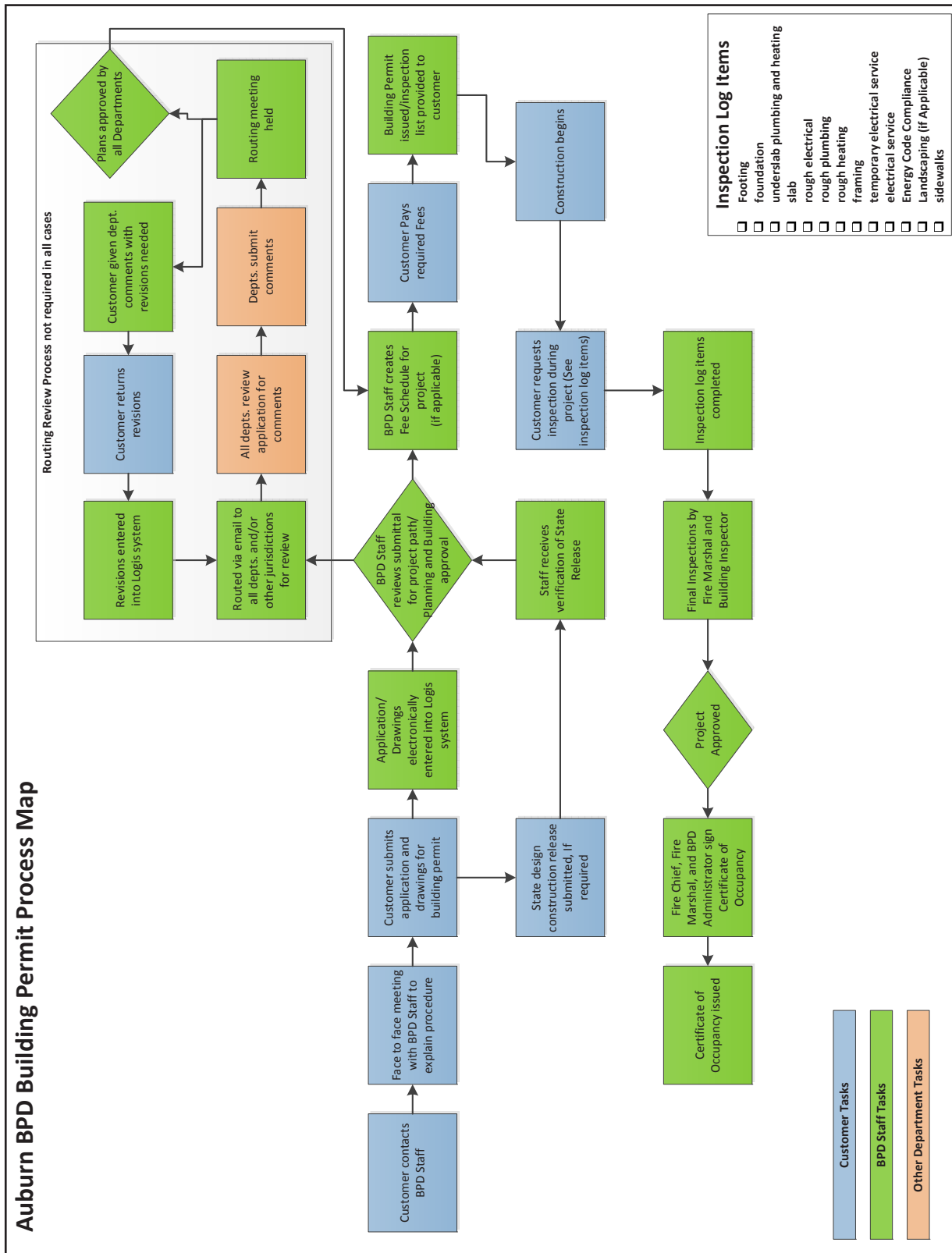
Summary

- The document package required is based on the type of Improvement being submitted.
- As a general rule, if your proposed Improvement does not need it for placement or construction, then it probably isn't required in the document package.
- Please provide additional information that you believe will help convey your intent and purposes in constructing the improvements or house.



Building Ordinance

Applicants will be responsible for ensuring compliance with the City of Auburn Building Department. The process chart, depicted below and supplied by the BPD is not guaranteed to be accurate or the latest version. Applicant should contact the Building Department for latest and applicable codes and processes.



Site & Geometrics Guidelines

ACC Standard Requirements:

If your improvement meets the standard requirements listed below, the points metric will be satisfied. If the improvement does not meet these requirements a variance will need to be requested from the ACC for points metric satisfaction.

It is the Applicant's responsibility to contact the municipality to ensure the improvement placement will be in compliance with the municipality codes and ordinances. ACC approval does not satisfy the need for any municipal approvals or permits. Additional permits may be required prior to the placement.

General Note: The ACC does not review or approve structural design, only architectural and/or aesthetic components.

General Improvements: House

| Minimum Building Footprint Square Footage Requirements | |
|--|-----------|
| Springs, Vineyards | 1,800 SFT |
| Estates, Meadows | 2,200 SFT |
| Bluffs | 2,600 SFT |

| Minimum Gross Floor Area Square Footage Requirements | |
|--|-----------|
| Reserva | 1,000 SFT |
| Circle [Residential Lofts] | 800 SFT |

Egress Window:

- 1 - An egress window cannot project past the side yard setbacks of the Lot and cannot be placed within a utility or other easement.
- 2 - It is the responsibility of the Applicant to ensure that the egress window conforms to building code and local ordinance, including but not limited to proximity to utility meters or site egress paths.
- 3 - The Lot slopes and swales, as established by Developer and approved by the municipality, shall remain as permanent. Within these slopes and swales, no structure, planting or other material shall be placed that would substantially alter the ground elevations. No improvement shall obstruct or increase the flow of stormwater through drainage routes.

Flag Poles:

The location of the flag pole may be in any of the following locations:

- A - On the side walls of a building structure.
- B - On an attached structure, such as a deck or pergola.
- C - Near the eveline, the pole shall not project above the eve line.
- D - Within the Road Yard.

No free standing pole, within the Lake Yard, shall be allowed without a variance. If the flag pole is placed in any location other than those detailed above, it is considered a variance and will need ACC approval.

Summary

- Don't forget to also check the overall Covenants for the Heron Lake PUD.

- Freestanding poles within the Lake Yard will be considered for variance.



Satellite Dish:

The location of the satellite dish may be in any of the following locations. It shall not be readily visible from the Road Yard Lot line:

- A - On the side walls of a building structure.
- B - On an attached structure, such as a deck or pergola.
- C - Near the roofline, the dish shall not project above the upper most roof ridgeline.

If the satellite dish is placed in any location other than those detailed above, it is considered a variance and will need ACC approval.

Solar Panels:

- 1 - No freestanding (non-structure mounted) solar panels shall be permitted.
- 2 - Solar panels shall be installed flat against or parallel to the plane of the supporting roof.
- 3 - Solar panels must not protrude over the roof limits.
- 4 - Solar panels shall be subject to aesthetic review.

If the solar panel is placed in any location other than those detailed above, it is considered a variance and will need ACC approval.

General Improvements: Lot

Accessory Structures:

- 1 - Accessory structures must be substantially similar in appearance and building materials as the main structure.
- 2 - No temporary structures shall be allowed.

Decks: (See Patios / Decks)

Driveways / Parking:

- 1 - Driveways shall be constructed to accommodate parking for all residents of the lot.
- 2 - Parking along the street shall not be permitted for Residents or guests except in temporary instances, such as Resident Open Houses, Resident Parties, etc. Residents are encouraged to notify HPM in advance of such events to ensure adequate parking be made available.

Fire Pits / Fixed Grills:

- 1 - The ACC does not review or approve fire pits unless an improvement structure is being proposed to place the fire pit within, i.e. Fixed Grill.
- 2 - A fire pit cannot project past the side yard setbacks of the Lot.
- 3 - The use of an open fire pit and fixed grills will be dictated by the City of Auburn rules, regulations, and covenants.

Generator:

- 1 - Generators must not be visible from the Road Yard Lot line.
- 2 - The ACC may require, at any time, the installation and maintenance of screening and landscape materials for screening around the generator for aesthetic purposes.
- 3 - An impervious base, such as poured concrete, may be required for placing a generator.
- 4 - All required scheduled maintenance must be performed within standard business hours.

Summary

- Don't forget to also check the overall Covenants for the Heron Lake PUD.

- Auburn Essential Services is available for the entire site.

- Applicants are encouraged to find novel methods for energy gathering and efficiency improvements.

- Lake lots may place an accessory structure between the house and road, in the Road Yard.

- Lake and Rear Yard improvements are encouraged but the uses may be restricted by the City of Auburn.

- Generator screening or other treatments will probably be required by the ACC.

Heron Lake PUD

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Guidelines

ACC.9

Hot Tub:

- 1 - Hot tubs must not be visible from the Road Yard Lot line.
- 2 - The ACC may require, at any time, the installation and maintenance of screening and landscape materials for screening around the hot tub for aesthetic purposes.
- 3 - Any hot tub structural element located within an easement (utility, surface drainage, etc.) on any part of a Lot is subject to removal at the Owner's expense for maintenance and other reasons as determined by the benefited easement party. Reinstallation of any improvement would be at the Owner's expense.

Landscaping:

- 1 - The ACC does not review or approve minor plantings. Any substantial landscaping improvement, such as those requiring structures, Lot grading, retaining walls, or similar improvements, will go through the standard review process.
- 2 - To control stormwater run-off, all downspouts and downspout extenders are to drain into permeable regions; such as grass or a landscaped planting bed. Perimeter drains may be utilized to direct stormwater flow within a Lot.
- 3 - The Lot slopes and swales, as established by Developer and approved by the municipality, shall remain as permanent. Within these slopes and swales, no structure, planting or other material shall be placed that would substantially alter the ground elevations. No improvement shall obstruct or increase the flow of stormwater through drainage routes.
- 4 - Any landscaping element located within an easement (utility, surface drainage, etc.) on any part of a Lot is subject to removal at the Owner's expense for maintenance and other reasons as determined by the benefited easement party. Reinstallation of any improvement would be at the Owner's expense.

Parking: (See Driveways / Parking)

Patio / Decks:

- 1 - An impervious surface patio cannot project past the side yard setbacks of the Lot and cannot increase the Lot coverage ratio beyond what is allowed by the municipality.
- 2 - To control stormwater run-off, all downspouts and downspout extenders are to drain into permeable regions; such as grass or a landscaped planting bed. Perimeter drains may be utilized to direct stormwater flow within a Lot. Most lots benefit from a Rear Yard perimeter drain connection for best stormwater flows, contact the ACC for details.
- 3 - The Lot slopes and swales, as established by Developer and approved by the municipality, shall remain as permanent. Within these slopes and swales, no structure, planting or other material shall be placed that would substantially alter the ground elevations. No improvement shall obstruct or increase the flow of stormwater through drainage routes.

Play Structures:

- 1 - Play structure must not protrude into the side yard setbacks of the Lot.
- 2 - Play structure shall not be used as an accessory structure for storage.
- 3 - There are no formal restrictions regarding color, but attention during review will be made to adjoining Lot Improvements and negative impacts.
- 4 - Any play structure located within an easement (utility, surface drainage, etc.) on any part of a Lot is subject to removal at the Owner's expense for maintenance and other reasons as determined by the benefited easement party. Reinstallation of any improvement would be at the Owner's expense.
- 5 - The Lot slopes and swales, as established by Developer and approved by the municipality, shall remain as permanent. Within these slopes and swales, no structure, planting or other material shall be placed that would substantially alter the ground elevations. No improvement shall obstruct or increase the flow of stormwater through drainage routes.

Summary

- Don't forget to also check the overall Covenants for the Heron Lake PUD.
- Hot Tub screening or other treatments will probably be required by the ACC.

- You cannot alter the drainage paths on your lot without express permission.

- Lake and Rear Yard improvements are encouraged but you cannot greatly impair the sight lines of your neighbors.

- You cannot alter the drainage paths on your lot without express permission.

- Lake and Rear Yard improvements are encouraged but you cannot greatly impair the sight lines of your neighbors.

Heron Lake PUD

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Guidelines

ACC.10

Pools:

- 1 - No above ground pool which requires a filtration system or other above ground pool which is more than six (6) feet in diameter and eighteen (18) inches deep shall be placed or maintained on any Lot.
- 2 - In ground swimming pools, spas, or hot tubs shall require approval of the ACC.

Sports Equipment:

- 1 - Temporary (portable base or pole sleeve in ground) or permanently installed sports equipment shall be permitted in the Road Yard or Lake Yard of each Lot.
- 2 - Poles and structural elements shall be steel, fiberglass, plastic or aluminum. Pole heights may be adjustable or fixed. Wood poles or support elements are not allowed. No element may impede adequate Lake visibility for adjoining Lots.
- 3 - For Basketball setups, backboards may be acrylic, composite board, glass, polycarbonate or steel in widths ranging from 36" to 54" and shall be fully finished and weather resistant. The overall apparatus shall not exceed 13ft in height.
- 4 - For Soccer or other free ball sports, the apparatus shall not be over 8ft in height.
- 5 - Poles, attachments, netting, and all other components shall be kept in good working order, free from rust and maintained in a pleasing appearance.

Trash Receptacle(s) / Compost Bin(s):

- 1 - Trash receptacle(s) or Compost Bin(s) must not be visible from the Road Yard Lot line.
- 2 - The ACC may require, at any time, the installation and maintenance of screening and landscape materials for screening around the receptacle(s) or bin(s) for aesthetic purposes.

General Improvements: Lake

Beach Objects:

- 1 - Beach objects shall not impede or impair the Developer's ability to performance maintenance activities upon the Lake parcel.
- 2 - In general, Beach objects must be mobile and have storage locations.

Beach Improvements:

- 1 - Beach improvements shall not impede or impair the Developer's ability to performance maintenance activities upon the Lake parcel.

Boat Houses:

- 1 - May be allowed by variance within the Wilson Marina.

Boat Lifts:

- 1 - Boat lifts shall not substantially obstruct the sight pictures of adjoining Lots.
- 2 - There shall be a maximum of 2 boats per lift, smaller watercraft may increase limit.
- 3 - Residents may rent boat lifts from HPM but shall only have a maximum of two lifts per Lot.

Summary

- **Don't forget to also check the overall Covenants for the Heron Lake PUD.**

- **Lake and Rear Yard improvements are encouraged but you cannot greatly impair the sight lines of your neighbors.**

- **Typically no handmade equipment fixtures will be allowed.**

- **Screening or other treatments will probably be required by the ACC.**

- **Lake improvements must not impair your neighbors ability to enjoy the sitewide amenities.**

- **Unique and creative improvements are encouraged. Contact the ACC for variance questions.**



Docks / Piers:

- 1 - Docks shall be cosmetically similar to main structure. Untreated or unfinished surfaces are generally discouraged.
- 2 - The Lake Rules document specifies the dock and pier envelope sizing permitted for each lakefront lot.
- 3 - Residents may rent docks from HPM. Placement and retrieval may also be provided by HPM.

Improvements: Unique

Dock Outfitting:

- 1 - Outfitting for electrical, water, etc. improvements on dock / pier may be granted by variance. All work performed shall be according to applicable codes and may require a liability release for HPM.

Lake Water Harvesting:

- 1 - Water harvesting for irrigation purposes may be approved by variance.

General Improvements: Non-conforming

ACC Approach to Non-conforming Improvements:

The ACC recognizes that the improvements and uses detailed within the adopted documents are NOT comprehensive. Those uses and improvements which may be in the spirit of the overall HLPUD may be submitted for variance review and potential adoption into later documents. Some typical non-conforming uses and improvements are listed below.

Energy Harvesting:

- 1 - Novel energy harvesting devices that do not negatively impact the sight lines or enjoyment of the site by others may be approved by variance.

Lake Water Harvesting:

- 1 - Novel lake water harvesting devices that do not negatively impact the sight lines or enjoyment of the site by others may be approved by variance.

Accessory Structures:

- 1 - Accessory structures with a larger building footprint than the primary structure may be approved by variance.

Summary

- Don't forget to also check the overall Covenants for the Heron Lake PUD.

- Lake improvements must not impair your neighbors ability to enjoy the sitewide amenities.

- Unique and creative improvements are encouraged. Contact the ACC for variance questions.

- Technologies and criteria change over time. The ACC encourages unique and creative improvements. Contact the ACC for variance questions.



Building Components Guidelines

Building Components: ACC Goal

The ACC intends to foster an environment for the Applicant that would yield better building practices with focus on long term maintenance issues. To this end the Building Components points metric is skewed toward better quality materials and materials that are sourced with regional impact considerations. The ACC is always willing to discuss exchanging or substituting alternate components for those listed within the metrics. The advances in construction technology are welcome to be evaluated and considered for inclusion.

Building Components: Assessment Incentive

The ACC intends to encourage these desirable building practices by offering an Assessment Incentive (AI). This incentive is points based and maxes out at a \$1,000 per year reduction in the HLPUD Assessments for Residents and Operators. The AI will run for 10 years from the date of occupancy for the affected new home construction.

Building Components: Minimum Square Footage Incentive

The ACC intends to encourage these desirable building practices by offering an Minimum Square Footage Incentive (MSFI). This incentive is points based and maxes out at a reduction of 250 square feet in the minimum structure footprint required. This incentive is based on the concept that being more efficient also includes the size of structures being constructed. A higher value structure with better long term return is not driven by the overall size but the quality of construction.

- The ACC encourages the best practices and materials for your improvement.

- The point tally provides a baseline for required building materials, etc. The extra points that can be gained will be applied to the Assessment Incentive.

- Assessment Incentive? The AI is a 10 year reduction in Assessments levied by HPM. This amount varies based on the total point tally but maxes out at \$1,000 per year for the ten (10) year window.

- The point tally provides a baseline for required building materials, etc. The extra points that can be gained will be applied to the Minimum Square Footage Incentive.

- Minimum Square Footage Incentive? The MSFI is minimum structure footprint reduction based on the points tally within the Building Components Scorecard. This incentive maxes out at a reduction of 250 square feet.



Visual Appropriateness Guidelines

The Heron Lake community is not intended to be a cookie-cutter homogeneous collection of identical homes and improvements. This final level of review will evaluate the visual or cosmetic appropriateness of the proposed improvement. This evaluation will be based on adjoining structures and features that are deemed desirable. The intent is to maintain a blending appearance for all surrounding improvements and not a stark contrast. The ACC encourages Applicants to express their personalities and tastes within the improvements.

Visual Appropriateness: ACC Goal

The ACC intends to foster an environment for the Applicant that would yield a collection of blended contrasting homes distinguished by unique architectural elements all conveying a cohesive community feel.

Visual Appropriateness: Examples of Desired Components

As the project progresses homes and businesses will continue to be constructed. These new structures will alter the overall blending and contrasting requirements. As such, the Visual Appropriateness Guidelines and Examples are a living set of constraints and requirements. We encourage all new construction to contact the ACC for current examples or blending strategies based on existing structures.

Exterior Building Materials - All exterior building materials shall be of high quality, with emphasis on natural appearance products with greater longevity than standard building practices. These materials may be brick, wood, stone, and other natural materials treated in such a manner as to minimize maintenance needs or drastic cosmetic changes over time. These materials may also be contemporary such as aluminum, copper, plastics, and other metals, assuming that their use would contribute to the preservation or enhancement of traditional materials and contribute to the overall integrity and longevity of the structure.

Exterior Building Appearance and/or Style - The Heron Lake PUD is centered around the private lake. The overall design goal are structures that would be appropriate for a marine or natural surroundings emphasis. There numerous names for these varying styles and the ACC does not intend for strict adherence to any one style or school of design. On the following page there are example graphics of houses and commercial centers that demonstrate a general adherence to the ACC's desired end results. Updated examples are available from the ACC. In general terms a few styles that have desired elements are: Craftsman, Timberframe, Mountain Ranch, Coastal, Cape Cod, and many of the Colonial variants.

- The ACC encourages unique and creative improvements.

- The goal of the ACC is to foster and encourage appropriate variety and contrast.

- The ACC encourages owners to express their personalities and lifestyles in their homes and improvements.



**Visual Appropriateness:
Graphic Examples**



**Residential Houses
Style Variations**





**Residential Houses
Style Variations**





**Residential Houses
Style Variations**





**Commercial & Residential
Loft Blending
Style Variations**



Commercial Applications

Typical Commercial Construction Package:

Application:

Form
Fees
Improvement Narrative

Drawings:

Site Plan
Landscape Plan
Building Plan
Elevations

Documents / Misc:

Material Selection Sheets
[from manufacturer literature]
Color samples
Window details
Roofing details

Typical Variations from Residential Applications:

Application:

Improvement narrative based on commercial region

Drawings:

Commercial regions should have overall site and landscaping plans on file with ACC

Documents / Misc:

Material selection will conform to master region plan on file with ACC

Summary

- The document package required is based on the type of Improvement being submitted.
- As a general rule, if your proposed Improvement does not need it for placement or construction, then it probably isn't required in the document package.



Amendments

This ACC guideline document shall be amended from time to time. The Developer shall adopt and promulgate those amendments on an annual basis. The current date of adoption shall be clearly indicated on the lower document bar. The current rules and regulations shall be available from the ACC office.

Applications

The current forms and applications are available on the following pages. Applications currently under review shall adhere to regulations and rules in force at time of application acceptance. The current rules and regulations shall be available from the ACC office.

- Amendments are intended to be adopted on annual basis, as needed.

- Application forms are also available from the ACC office.



Comments/Response:

- Mail
- Will Pick Up
- Email
- Request ACC Presentation

ACC Office: App #: _____
 Date Received: _____ By: _____

Heron Lake ACC - General Improvements Review Application

Applicant Information:

Owner/Operator:

Name: _____ Region [Springs, etc.]: _____
 Address: _____ Lot #: _____
 Phone: _____
 Email: _____



Consultant/Contractor/Designer:

| | |
|----------------|----------------|
| ① Name: _____ | ② Name: _____ |
| Company: _____ | Company: _____ |
| Phone: _____ | Phone: _____ |
| Email: _____ | Email: _____ |

Purpose of Application:

General Improvements:

- | | | | | | |
|---|------------|--|-------|--|-------|
| <input type="checkbox"/> Prelim Review | \$ 50 | <input type="checkbox"/> Doors & Windows | \$ 50 | <input type="checkbox"/> Spa/Hot Tub | \$ 50 |
| <input type="checkbox"/> New House Construction | \$800 | <input type="checkbox"/> Fence / Screening | \$ 75 | <input type="checkbox"/> Recreation Equip | \$ 50 |
| <input type="checkbox"/> Final House Review | \$800 | <input type="checkbox"/> Deck / Patio | \$ 50 | <input type="checkbox"/> Gazebo, Pergola | \$ 50 |
| <input type="checkbox"/> Remodel [Min \$250 or] | \$0.50/sft | <input type="checkbox"/> Flatwork | \$ 50 | <input type="checkbox"/> Landscaping | \$ 25 |
| <input type="checkbox"/> Accessory Structure | \$ 50 | <input type="checkbox"/> Play Structure | \$ 75 | <input type="checkbox"/> Roofing | \$100 |
| <input type="checkbox"/> Tree / Plant Removal | \$ 50 | <input type="checkbox"/> Solar Devices | \$ 75 | <input type="checkbox"/> Exterior Surfaces | \$ 50 |
| <input type="checkbox"/> Other: _____ | | | | | |

Total Fees: _____
Make payable to "Heron Property Management"

ACC Office:
 Fees Received By: _____

As an applicant for Heron Lake ACC Improvement Review, I am familiar with the latest adopted Heron Lake Covenants and PUD ordinance. I fully understand this application, and the Review Process as detailed within the ACC Guidelines. Any significant alterations in improvements from an approved application must be resubmitted to the ACC for approval prior to commencing improvements.

I assume responsibility for any and all damage caused by the construction of these proposed improvements to adjoining Lots, and/or the Developer's property.

By submitting this application I authorize the ACC or its agent to perform on-site observations, including taking photographs, etc., of the Lot and/or improvements as part of the review and compliance process with approved applications.

Applicant Signature: _____ **Date:** _____

| | | |
|---|--|--|
| <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Rejected <input type="checkbox"/> Information Requested | <p style="text-align: center;">ACC Committee Findings: <i>Receipt of Approval if signed by at least 2 ACC Members</i></p> <p style="text-align: right;">_____ ACC Member #1</p> <p style="text-align: right;">_____ ACC Member #2</p> <p style="text-align: right;">_____ ACC Member #3</p> | |
| Comments and/or Approval Conditions: _____ _____ _____ | | |

Heron Lake ACC - General Application Requirements

Pre-Submittal: Applicants are encouraged to discuss Application requirements and Application contents with the Developer or ACC prior to official submittal. The ACC Members maintain regular office hours and would prefer to address deficiencies and propose solutions prior to official submittal.

Submittal: Application, required fees, and accompanying documentation must be submitted in person to the Developer office. A dropbox location shall be provided for after hour submittals. Incomplete applications will be returned without review.

Materials Returned: A copy of the Application with findings will be returned to Applicant via method selected by Applicant. All accompanying documentation will be retained by ACC for archival purposes. If Applicant wishes to receive a copy of approved documentation with ACC approval stamp, submit number of copies desired along with Application.

General Plan / Depiction Requirements: [Only Improvement Applicable Items]

Site / Geometrics Plan:

- Title Block: (Minimum)
 - Applicant
 - Region
 - Lot #
 - Address
 - Improvement Type
 - Preparer / Designer
- North arrow & scale
- Min Scale: 1/8 inch = 1ft
- Contours:
 - Existing - 2ft interval
 - Design - 2ft interval
- Building locations & dimensions
- Plants/Trees to be removed and placed
- Utility locations
- Existing features:
 - Patios, decks, walks, driveways, stairs, accessory structures, lighting, landscaped beds, etc.
- Site:
 - Property lines, setbacks, easements, dimensions, etc.
- Improvement features
- Drainage directions - approx

Building / Floor Plan:

- Title Block: (Minimum)
 - Applicant
 - Region
 - Lot #
 - Address
 - Improvement Type
 - Preparer / Designer
- North arrow & scale
- Min Scale: 1/8 inch = 1ft
- Doors & Windows:
 - Size
 - Operating type
- Room names/uses & dimensions
- Stairways
- Floor square footage
- Garage / Accessory structure
- As applicable:
 - Floor treatments, wall treatments, ceiling treatments, electrical routing, HVAC routing, water routing, patios, decks, walks, driveways, exterior connections and features, landscaped beds, trash storage, etc.
- Improvement features

Improvement Elevations:

- Title Block: (Minimum)
 - Applicant
 - Region
 - Lot #
 - Address
 - Improvement Type
 - Preparer / Designer
- View orientation
- Min Scale: 1/8 inch = 1ft
- Building finish grades
- Plants/Trees to be placed
- As applicable:
 - Roof and material, Side and material, exhaust/vent/flue locations, windows and operation, trim, corner treatments, railings, decks, stairs, screening elements, doors, patterns of materials, dimensions, etc.
- Improvement features

Landscaping Plan:

- Title Block: (Minimum)
 - Applicant
 - Region
 - Lot #
 - Address
 - Improvement Type
 - Preparer / Designer
- North arrow & scale
- Min Scale: 1/8 inch = 1ft
- Contours:
 - Existing - 2ft interval
 - Design - 2ft interval
- Building locations & dimensions
- Plants/Trees to be removed and placed
- Plants:
 - Common names, size at planting and maturity, botanical names, etc.
- Site:
 - Property lines, setbacks, easements, dimensions, etc.
- Improvement features
- Drainage directions - approx

Misc Plan & Depiction Requirements: Applicants are encouraged to provide as much information as feasibly available to define the Improvement proposed. Color samples, material samples, and examples of prior installations are critical to the review process. The ACC Members will review plans and depictions prior to official submittal to provide feedback and initial responses that will not necessarily be made part of the review findings. Electronic files are encouraged to eliminate excessive printing needs.

Timeframes to remember: Approvals are valid for 90 days. If the Improvement has not commenced within 90 days of approval, a re-submittal of the Application may be required given the changing nature of the Heron Lake site. In general, all approved Improvements must be completed within one (1) calendar year of approval date. Landscaping and other similar Improvements must be completed within 180 days of approval.

Ordinances, Covenants, Guidelines, and Processes: The office of the Developer can provide, for review, hard copies of applicable governing documents. Electronic format versions are available at the website.



Application Score Card: Application # _____
[Sheet 1 of 4]

Site & Geometrics

| 0.0 | Components | Req'd or N/A | Points | |
|-----|--|--------------|--------|-------|
| | | | Max | Score |
| 0.1 | Application package meets requirements | X | 5 | |
| 0.2 | Accompanying documentation is satisfactory | X | 5 | |
| 0.3 | Proposed improvements meet covenant restrictions | X | 5 | |
| 0.4 | Improvement geometrics meet ACC guidelines | X | 5 | |
| 0.5 | Non-conforming uses or improvements meet conditional review guidelines | X | 5 | |
| 0.6 | Adjoiners have been notified | X | 5 | |
| 0.7 | Adjoiner's comments have been resolved | X | 5 | |
| 0.0 | Subtotal [Max 35] | | | |

ACC Use Only

Building Components

| 1.0 | General | Req'd | Points | |
|-----|---------------------------|-------|--------|-------|
| | | | Max | Score |
| 1.1 | Construction Waste | X | 5 | |
| 1.2 | Local Available Materials | | 5 | |
| 1.0 | Subtotal | 5 | 10 | |

ACC Use

| 2.0 | Site | Req'd | Points | |
|-----|-----------------------|-------|--------|-------|
| | | | Max | Score |
| 2.1 | Rain Garden | | 5 | |
| 2.2 | Native Plantings | X | 5 | |
| 2.3 | Smart Irrigation | | 5 | |
| 2.4 | Plantings - 30% / 50% | | 5 | |
| 2.5 | Creative Uses | | 5 | |
| 2.6 | Driveway | | 5 | |
| 2.0 | Subtotal | 5 | 30 | |

ACC Use Only

- The Site & Geometrics metric requires approval or N/A (Not Applicable) on each item.

- The point tally provides a baseline for required building materials, etc. The extra points that can be gained will be applied to the Assessment Incentive.

- Assessment Incentive? The AI is a 10 year reduction in Assessments levied by HPM. This amount varies based on the total point tally but maxes out at \$1,000 per year for the ten (10) year window.

General
Priority Rating:
 High. Consistent with efficiency focus of Heron Lake.

Benefits:
 Readily available materials in northern Indiana.
 Has minimal embodied energy, primarily with transportation.

Site
Priority Rating:
 High. Consistent with restoration/reclamation efforts of Heron Lake.

Benefits:
 Restores native species.
 Utilizes lake reservoir, conserving potable water use.



Application Score Card: Application # _____
[Sheet 2 of 4]

| 3.0 | Building Envelope | Req'd | Points | |
|------|--------------------------|-------|--------|-------|
| | | | Max | Score |
| 3.1 | Roof | | 3 | |
| 3.2 | Efficient Windows | X | 3 | |
| 3.3 | Natural Ventilation | | 3 | |
| 3.4 | Metal Framing | | 3 | |
| 3.5 | Siding Material | | 3 | |
| 3.6 | Insulation | X | 3 | |
| 3.7 | Salvage/Repurp Materials | | 3 | |
| 3.8 | House Wrap | X | 3 | |
| 3.9 | Compartmental | | 3 | |
| 3.10 | Infiltration Test | X | 3 | |
| 3.0 | Subtotal | 12 | 30 | |

ACC Use Only

Envelope

Priority Rating:
 High. Consistent with long term sustainability goal of Heron Lake.

Benefits:
 Reduces daily operating costs.

Reduces long term maintenance costs.

Utilizes materials that would otherwise be used in waste streams.

| 4.0 | Interior Finishes | Req'd | Points | |
|-----|------------------------------|-------|--------|-------|
| | | | Max | Score |
| 4.1 | Low VOC Paint | | 5 | |
| 4.2 | Low VOC Floor | | 5 | |
| 4.3 | Building Material Efficiency | | 5 | |
| 4.4 | Energy Star Appliances | | 5 | |
| 4.0 | Subtotal | 0 | 20 | |

ACC Use Only

Interior Finishes

Priority Rating:
 Medium. Consistent with long term efficiency goal of Heron Lake.

Benefits:
 Reduces daily operating costs.

Reduces long term maintenance costs.

Promotes better living health.

| 5.0 | HVAC | Req'd | Points | |
|-----|------------------------|-------|--------|-------|
| | | | Max | Score |
| 5.1 | High Efficiency System | X | 5 | |
| 5.2 | Geothermal | | 5 | |
| 5.3 | Heat Exchange | | 5 | |
| 5.4 | Make Up Air | | 5 | |
| 5.5 | Radon Test | X | 5 | |
| 5.0 | Subtotal | 10 | 25 | |

ACC Use Only

HVAC

Priority Rating:
 High. Consistent with long term efficiency goal of Heron Lake.

Benefits:
 Reduces daily operating costs.

Reduces long term maintenance costs.

Promotes better use of available resources.



Application Score Card: Application # _____
[Sheet 3 of 4]

| 6.0 | Plumbing Systems | Req'd | Points | | ACC Use Only |
|-----|------------------------------|-------|--------|-------|--------------|
| | | | Max | Score | |
| 6.1 | Efficient Fixtures | X | 5 | | |
| 6.2 | High Efficiency Water Heater | X | 5 | | |
| 6.3 | Dual Flush Toilets | | 5 | | |
| 6.4 | Solar Water Heater | | 5 | | |
| 6.5 | Gray Water Collector | | 5 | | |
| 6.0 | Subtotal | 10 | 25 | | |

| 7.0 | Electrical Systems | Req'd | Points | | ACC Use Only |
|-----|---------------------------|-------|--------|-------|--------------|
| | | | Max | Score | |
| 7.1 | LED 50% | | 5 | | |
| 7.2 | LED 100% | | 5 | | |
| 7.3 | Daylighting | | 5 | | |
| 7.4 | Power Over Ethernet (POE) | | 5 | | |
| 7.5 | Photo Voltaic Panels | | 5 | | |
| 7.0 | Subtotal | 0 | 20 | | |

Visual Appropriateness

| 8.0 | Improvement Appearance | Req'd | Points | | ACC Use Only |
|-----|-------------------------|-------|--------|-------|--------------|
| | | | Max | Score | |
| 8.1 | Adjoiner color contrast | | 3 | | |
| 8.2 | In-site color contrast | | 3 | | |
| 8.3 | Site cohesiveness | | 3 | | |
| 8.4 | Creative uses | | 3 | | |
| 8.0 | Subtotal | 0 | 12 | | |

Plumbing Systems
Priority Rating:
 High. Consistent with long term efficiency goal of Heron Lake.

Benefits:
 Reduces daily operating costs.
 Reduces long term maintenance costs.
 Promotes better use of available resources.

Electrical Systems
Priority Rating:
 Medium. Consistent with long term efficiency goal of Heron Lake.

Benefits:
 Reduces daily operating costs.
 Reduces long term maintenance costs.
 Promotes better use of available resources.

Appearance
Priority Rating:
 High. Consistent with blending cosmetic elements of adjoining Lots.

Benefit:
 Variety in contrast and appearance but cohesiveness for lakefront properties.



Application Score Card: Application # _____
[Sheet 4 of 4]

Application Tally

| | Heading | Req'd | Points | |
|-------------------------------|------------------------|-------|--------|-------|
| | | | Max | Score |
| Site & Geometrics | | | | |
| 0.0 | Components | 35 | 35 | |
| Building Components | | | | |
| 1.0 | General | 5 | 10 | |
| 2.0 | Site | 5 | 30 | |
| 3.0 | Envelope | 12 | 30 | |
| 4.0 | Interior Finishes | 0 | 20 | |
| 5.0 | HVAC | 10 | 25 | |
| 6.0 | Plumbing Systems | 10 | 25 | |
| 7.0 | Electrical Systems | 0 | 20 | |
| Visual Appropriateness | | | | |
| 8.0 | Improvement Appearance | 0 | 12 | |
| | Subtotal | 77 | 207 | |

ACC Use Only

Meets or Exceeds Requirements: Yes No

Date: _____

AI Level: _____

ACC Member #1

MSFI Level: _____

ACC Member #2

ACC Member #3

Supplemental Findings or Notes: _____

(AI)
Assessment Incentive Levels

- Level 1 : 77 - 145 \$ 0
- Level 2 : 146 - 185 \$ 500
- Level 3 : 186 - 207 \$1,000

(MSFI)
Minimum Square Footage Incentive Levels

- Level 1 : 77 - 185 0 SF
- Level 2 : 186 - 207 250 SF

