



**Builder Checklist and APPLICATION  
For Architectural Approval of Plans in Vineyards Subdivision**

**INSTRUCTIONS TO BUILDER (PLEASE READ):**

All persons desiring to build a dwelling, building, or improvement upon any lot within the Vineyards Subdivision must PRIOR TO BEGINNING CONSTRUCTION:

1. Review the Covenants and Restrictions (hereafter referred to as C&R) for Plat I, Plat II, Plat III, Plat VI, and Plat VII (separate documents) fully. If you have any questions, please direct them to the Vineyards Subdivision Board of Directors via e-mail at [columbiavineyards@gmail.com](mailto:columbiavineyards@gmail.com), or mailing address: PO Box 1274, Columbia, MO 65205
2. Submit to [columbiavineyards@gmail.com](mailto:columbiavineyards@gmail.com):
  - a. One fully completed copy of this form (the Builder Checklist and Application for Architectural Review of Plans in Vineyards Subdivision)
  - b. One complete copy of plans for the dwelling, building or other improvement showing all components, dimensions, interior floor plans and exterior elevations, and describing the exterior appearance.
  - c. One complete copy of the specifications for the dwelling, building, or other improvements.
  - d. One copy of a landscape plan, description of the landscaping to be provided, or a statement that you will comply with the C&R requirements for landscaping.

By signing this form, the person understands that they may NOT begin construction until this form is signed by at least one of the currently seated Board of Directors. An e-mail purporting to grant any consents will NOT be sufficient as only a signed copy or scanned signed copy will constitute consent.

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**BUILDER TO COMPLETE:**

By signature below, I affirm:

1. I have read and understood the Declaration of Covenants and Restrictions for Plat I, Plat II, Plat III, Plat VI, and Plat VII (separate documents) and understand my responsibility to uphold all such requirements.
2. That I have submitted all documents required above and they are complete and accurate to the best of my knowledge.
3. That I understand no variance to any requirement (whether identified on this form or not) is NOT GRANTED unless specifically identified in Section VII. Variances of this form.
4. I understand that for the Columbia Vineyards Homeowners Association has levied a fine of \$100 per day for every day construction begins before approval granted.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Builder (if different from owner)

\_\_\_\_\_  
Date

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**HOA BOARD OF DIRECTORS COMPLETE:**

The application is approved (*except variances, which require separate approval*) on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ for Plat \_\_\_\_\_ on Lot# \_\_\_\_\_

Signature of Board Member approving:

Signature of Architectural Advisory Committee member:

**I. REQUEST TO BUILD UPON LOT.**

**BUILDER TO COMPLETE:** State the lot upon which you request to build \_\_\_\_\_.

**II. MINIMUM SQUARE FOOTAGE.**  
C&R Citation: Plat I Paragraph 3, Plat II paragraphs 3&4

A. MINIMUM REQUIREMENTS (provided for informational purposes):

Type of Home to Be Built:	<u>Plat I, III, VI, and VII</u> <u>Lots</u> Lots 100 – 156 (all lots the same)	<u>Plat 2 Lots</u> 201A – 211A & 223A-261A	<u>Plat 2 Lots</u> 212A-222A
Single Story	<b>1600 sf</b>	<b>1900 sq ft</b>	<b>2000 sq ft</b>
One and half Story	1 <sup>st</sup> floor: <b>1450 sf</b>	1 <sup>st</sup> floor: <b>1400 sq ft</b>	1 <sup>st</sup> floor: <b>1500 sq ft</b>
	Total: <b>1750 sf</b>	Total: <b>2600 sq ft</b>	Total: <b>2800 sq ft</b>
Two Story	1 <sup>st</sup> floor <b>1200 sf</b>	1 <sup>st</sup> floor: <b>1400 sq ft</b>	1 <sup>st</sup> floor: <b>1500 sq ft</b>
	Total: <b>2400 sf</b>	Total: <b>2600 sq ft</b>	Total: <b>2800 sq ft</b>
Split Foyer, Tri-level, four-level or greater	Above Grade: <b>1450 sf</b>	Above Grade: <b>1900 sq ft</b>	Above Grade: <b>2000 sq ft</b>
	Total <b>1900 sf</b>	Total: <b>2500 sq ft</b>	Total: <b>2700 sq ft</b>

NOTE: 1<sup>st</sup> floor Refers to the first floor above grade.

NOTE 2: No dwelling shall exceed 2 ½ stories in height in addition to basement. (Plat I, III, VI, and VII Paragraph 5, Plat II Paragraph 9)

B. **BUILDER TO COMPLETE:**

Type of House to be built: Check one:	Finished living area of 1 <sup>st</sup> floor above Grade:	Finished living area of all other floors:	Total Finished square footage above grade:
<input type="checkbox"/> Single Story <input type="checkbox"/> 1 ½ Story <input type="checkbox"/> 2 story	_____ sq ft	<input type="checkbox"/> Check here if there are no additional floors Finished living area of all other floors: _____	_____ sq ft
<input type="checkbox"/> Split Foyer Tri-level, four-level or greater	Finished living area above grade: _____	Finished living area of all other floors: _____	Total Finished Square Footage: _____

**III. GARAGES**

(C&R Plat I, III, VI, and VII paragraph 4, Plat II paragraph 9):

A. MINIMUM REQUIREMENTS (provided for informational purposes): No Dwelling is permitted on any residential lot unless it contains an attached garage or a basement garage for not less than two (2) automobiles. No carport is permitted.

B. **BUILDER TO COMPLETE:** Garage # proposed by builder (check one):  Two  Three  Four

**IV. Roof Pitch**

(C&R Plat I, III, VI, and VII paragraph 7, Plat 2 paragraph 9):

- A. MINIMUM REQUIREMENTS (provided for informational purposes):
- Plat I, III, VI, and VII: Main roof contains a pitch which shall be not less than seven (7) inches of vertical drop from each twelve (12) inches of horizontal distance
  - Plat II lots 201A – 211A & 223A – 261A: Main roof contains a pitch which shall be not less than ten (9) inches of vertical drop from each twelve (12) inches of horizontal distance
  - Plat II lots 212A-222A: Main roof contains a pitch which shall be not less than ten (10) inches of vertical drop from each twelve (12) inches of horizontal distance
- B. **BUILDER TO COMPLETE**: Main roof contains a pitch which shall be: \_\_\_\_\_

**V. Shingles:**

(C&R Plat I, III, VI, and VII paragraph 29, Plat II paragraph 9):

- A. MINIMUM REQUIREMENTS (provided for informational purposes): Shingles must be weathered wood, charcoal, dark grey or black.
- B. **BUILDER TO COMPLETE**. (Check one): \_\_\_\_\_ Weathered Wood \_\_\_\_\_ Charcoal \_\_\_\_\_ Dark grey \_\_\_\_\_ Black

**VI. Material used on front, sides, and back of Homes:**

(C&R Plat I, III, VI, and VII paragraph 6, Plat II paragraph 5 & 6)

- A. MINIMUM REQUIREMENTS (provided for informational purposes):

Materials to be used for siding	Plat I, III, VI, and VII. (except corner lots)	Plat II (except corner lots)	Corner Lots* 133, 212, 261
Front	Brick, Stone, Stucco or EIFS or combination	Brick, Stone, Stucco or EIFS or combination	Brick, Stone, Stucco or EIFS or combination
Left Side (as viewed facing front of the house)	Brick, Stone, Stucco or EIFS or Vinyl siding > .44 mm thick.	Brick, Stone, Stucco or EIFS or fiber concrete siding	Brick, Stone, Stucco or EIFS or combination
Right Side (as viewed facing front of the house)	Brick, Stone, Stucco or EIFS or Vinyl siding > .44 mm thick.	Brick, Stone, Stucco or EIFS or fiber concrete siding	Brick, Stone, Stucco or EIFS or combination
Back	Brick, Stone, Stucco or EIFS or Vinyl siding > .44 mm thick.	Brick, Stone, Stucco or EIFS or fiber concrete siding	Brick, Stone, Stucco or EIFS, or fiber concrete siding or combination

\*only those corner lots not built upon as of 8/15/2014 are listed here

- B. **BUILDER TO COMPLETE**: Builder intend to use the following materials:

Materials to be used for siding	<b>Check all materials to be used</b> (REVIEW C&R AND SUMMARY BEFORE COMPLETING)	State the Color of the materials
Front	____ Brick ____ Stucco ____ Stone ____ EIFS ____ Vinyl siding > .44 mm thick (not allowed in Plat II)	
Left Side (as viewed facing front of the house)	____ Brick ____ Stucco ____ Stone ____ EIFS ____ Vinyl siding > .44 mm thick (not allowed in Plat II)	
Right Side (as viewed facing front of the house)	____ Brick ____ Stucco ____ Stone ____ EIFS ____ Vinyl siding > .44 mm thick (not allowed in Plat II)	
Back	____ Brick ____ Stucco ____ Stone ____ EIFS ____ Vinyl siding > .44 mm thick(not allowed in Plat II)	

**ADDITIONAL INFORMATION**

**Fences:** All fences must be approved by the HOA PRIOR TO BEING ERECTED.

The HOA will only approve the following fences. Please check the by indicating if there is a fenced planned;

**BUILDER TO COMPLETE.** (Check one): \_\_\_\_\_ 4 foot wood picket \_\_\_\_\_ Wrought Iron \_\_\_\_\_ None planned

Describe where the fence will be located: \_\_\_\_\_

**Retaining Walls:** Describe the location and materials to be used for any retaining walls to be placed on the property:

\_\_\_\_\_

\_\_\_\_\_

**VARIANCES**

A. **MINIMUM REQUIREMENTS:** Builder must complete all boxes identified below in order to receive a variance.

**No variance is granted unless at least two seated Board of Directors sign below**

B. **BUILDER MAY COMPLETE:** Builder requires a variance as follows:

Identify the specific variance request by plat and paragraph number	Identify the specific variance requested in your own words and ALL reasons for the request
<p><u>Check One:</u></p> <p>Plat I, III, VI, or VII _____</p> <p>Plat II _____</p> <p><u>Complete:</u> Paragraph _____</p>	

Variance Approval: **No variance is granted unless at least two seated Board of Directors sign below**

The following board members approve the variance after advice of the Architectural Advisory Committee:

Board Member:

Board Member:

Architectural Advisory Committee member

\_\_\_\_\_

Print name

\_\_\_\_\_

Print name

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature