



The Architectural Review Process

(Updated January 2026)

All home plans will be reviewed by the Architectural Review Committee (ARC) to maximize homeowner value and assure compliance with the "Design Guidelines" that follow. This process will consist of the following:

- Conceptual Design Submittal and Approval
- Final Plan Submittal and Approval
- Final Landscape Plan Submittal and Approval

The Architectural Review Process consists of two plan submittals, one at the Conceptual Design phase and then Final Design Submittal.

1. Conceptual Design Submittal - the purpose of this submittal is to illustrate design intent early in the design process and should consist of the following:
 - a. Conceptual Site plan/sketch at a minimum scale of 1" = 20' showing:
 - i. Existing contours, lot lines, setbacks and street frontage.
 - ii. Building footprint and any proposed accessory structures or major hardscape items such as driveways, walks, retaining walls, pools, etc.
 - b. Conceptual floor plans/sketches for all levels either at a minimum scale of 1/16" = 1'-0" and/or approximate individual room sizes and overall building dimensions noted.
 - c. Indicate approximate area (gross square feet) of each floor level.
 - d. Exterior elevations of the front and back, representative of all four sides and with finish materials indicated as noted on the application.
 - e. Applicant shall submit:
 - i. One (1) copy of required documents listed above in pdf format with:
 - ii. One (1) copy of the completed Design Review Application in pdf format.
 - iii. Application and required documents shall be electronically submitted to:
Brow Wood Architectural Review Committee at:
ARC@BrowWood.net
 - f. Conceptual Design Review will be completed within 30 days of submission. Upon completion of review the applicant will be invoiced for the Conceptual Design Review Fee of Eight Hundred dollars (\$800.00). Payment is due within 30 days of receipt and should be made out to Brow Wood HOA, noting for "Conceptual Design Review Fee" on the check and mailed to:

Brow Wood HOA
PO Box 124
Lookout Mountain, TN 37350

2. Final Design Submittal - shall be submitted at least thirty (30) days prior to the planned construction start date and consist of:
 - a. Final Architectural Documents including:
 - i. Floor plans for all levels at a minimum scale of 1/8" = 1'-0".
 - ii. Exterior elevations of all four sides with finish materials indicated and noted.
 - iii. Typical Wall sections at 3/4" = 1'-0" (optional).
 - iv. Exterior details including:
 1. Doors and windows
 2. Eaves, porches, rakes, overhangs columns, pilasters, chimneys, etc.
 - v. Preliminary color and material samples.
 - b. Final Site Plan at a minimum of 1" = 20' and including:
 - i. Building footprint with overall building and setback dimensions.
 - ii. Location of air conditioning and condensing units.
 - iii. Driveway location
 - iv. Accessory structures and all site improvements such as driveways, walks, retaining walls, ponds, etc.
 - v. Existing and proposed grades
 - vi. Site drainage
 - c. Applicant shall submit:
 - i. One (1) copy of required documents listed above in pdf format with:
 - ii. One (1) copy of the completed Design Review Application in pdf format.
 - iii. Pre-payment of the Final Design Review Fee of Four Hundred dollars (\$400). Payment should be made out to Brow Wood HOA, noting for "Final Design Review Fee" on the check and mailed to Brow Wood HOA as above.
 - iv. Submittal will not be reviewed without prior payment of the Conceptual Plan Review Fee of Eight Hundred Dollars and the Final Design Review Fee of Four Hundred Dollars.
 - v. Application and required documents shall be electronically submitted to Brow Wood Architectural Review Committee at ARC@BrowWood.net
 - d. Final Design Review will be completed within 30 days of submission.
3. Landscape Plan - the landscape plan may be submitted with the Final Design Submittal or within sixty (60) days prior to completion of the home's construction. The applicant will submit:
 - a. Final Landscape Plan at a minimum of 1" = 20' and including:
 - i. Existing trees to be saved
 - ii. Any planned tree or hedge buffering
 - iii. Lawns
 - iv. Ornamental planting areas including gardens and foundation planting
 - v. Proposed planting and hardscape material list.
 - vi. Driveway and sidewalk locations and materials

- b. Pre-payment of the Landscape Design Review Fee of Three Hundred Dollars (\$300). Payment should be made out to Brow Wood HOA, noting for “Landscape Design Review Fee” on the check and mailed to Brow Wood HOA as above.
 - c. Submittal will not be reviewed without prior payment of the Landscape Design Review Fee of Three Hundred Dollars.
 - d. Required documents shall be electronically submitted to Brow Wood Architectural Review Committee at ARC@BrowWood.net
4. Final Approval will not be granted until all components of the Final Design Submittal have been submitted, reviewed and any design issues have been resolved to the sole satisfaction of the Architectural Review Committee.
5. Review and approval of plans and specifications by the Architectural Review Committee shall not be construed as an approval or certification that the plans and specifications are technically sound or correct from an engineering, architectural or regulatory viewpoint. Each Owner shall be individually responsible for the technical aspect of the plans and specifications; and, for compliance with all applicable local, state and federal regulations.



Design Review Application

Conceptual Design Submittal _____ Final Design Submittal _____

Owner/Applicant: _____

Project Address: _____

Sub-lot Number: _____

Owner's Address: _____

Telephone Number: _____

Date Application Submitted: _____

Conceptual Design Submittal - list the proposed type and material for all items listed below:
Final Design Submittal – list the proposed type, material, manufacturer, finish and color for all items listed below:

Roofing: _____

Exterior Trim: _____

Siding: _____

Brick Stone (if used): _____

Decks/Porches: _____

Fences/Walls: _____

Windows/Doors: _____

Garage Door: _____

Landscape Materials: _____

Driveway Entrance Structure: _____

For use by the board or review architect:

_____ Date Application Received

_____ Date Application Returned

Dispositions:

Approved: _____ Approved as noted: _____ Revise & Resubmit: _____