



THE GALENA TERRITORY  
ASSOCIATION, INC.

**Architectural  
Guidelines  
And  
Review Procedures**

**Revised  
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**A copy of this document and other additional information relating to Architectural Review is available on The Galena Territory website: [www.thegalenaterritory.com](http://www.thegalenaterritory.com)**

# **ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES FOR THE GALENA TERRITORY**

## **MISSION STATEMENT**

It is the mission of the Architectural Review Committee to preserve the inviting appearance of The Galena Territory as a single-family community by administering architectural standards for the design of new and modified homes. To protect the environment, (trees, ground water) and to protect and enhance the property values of all homes and structures.

## **OBJECTIVES**

Administer architectural standards through a system of building and site development reviews with owners and builders.

Preserve the natural characteristics of The Galena Territory by approving only those building and site plans that are appropriate to the land, easements, watercourses and existing structures.

Maintain the consistency of architecture and assure the upkeep of property and grounds.

Preserve mature trees by permitting removal of only those in or very near the approved building footprint or as required by septic system design.

Require landscape plans that add value to the Territory and require tree replacement wherever necessary.

## **STRATEGIES**

Require property owner to attend a building orientation to review guidelines and the building process for new home construction in The Galena Territory. Encourage a preliminary review of plans to minimize expense and lost time.

Approve building plans and site plans for homes that are appropriate for the lot size, topography and easements.

Approve plans, including architectural design, materials, textures and colors that are in harmony with the land and with existing structures in the vicinity of the proposed construction.

Approve plans for exterior lighting, which will limit the wasteful broadcast of light, preserving "dark skies".

Inspect staking at sites to insure compliance with approved plans. Inspect trees marked and approved for removal.

Inspect work in progress to insure compliance with approved plans.

Levy fines and issue stop work orders for unapproved work, modifications, substitutions or omissions, including the removal of trees not so indicated on the approved site plan and for unapproved tree removal, require replacement.

Issue notices to inspect and enforce the outside maintenance and upkeep of homes as determined by the ARC annual inspection process and in response to valid observations of neighboring property owners.

Make recommendations for changes of the Architectural Review Standards and Guidelines and Review Procedures to The Galena Territory Board of Directors.

## **I. PURPOSE**

The purpose of these guidelines is to outline for property owners, architects, and builders, information and requirements, which will be useful in the design, construction, and maintenance of homes in The Galena Territory. The material contained herein and related materials in the General Declaration of Covenants and Restrictions, Articles IV and V, and Amendments and Supplemental thereto, should be studied carefully before design work is started. As with any continuing system, these guidelines will be modified and updated on an ongoing basis to promote the standards established by the Covenants and Restrictions.

## **II. DEVELOPMENT PHILOSOPHY**

The Galena Territory is a recreational and residential community, which has been professionally planned to provide residents a pleasant and relaxing environment in which to live. Great care has been taken in planning and locating recreational amenities and open space areas in order that they might be readily accessible, functional, and compatible with their natural settings. Similarly, roads and lot boundaries have been positioned so homes may be located to take advantage of exposures, and existing trees, with minimum disruption to the property and environment. Throughout the planning and development process, attention has been given to quality, detail, and preservation of the natural beauty of the land. This care in planning and development has placed The Galena Territory in a posture to evolve as an aesthetically pleasing community. The degree to which this is achieved is very much dependent upon the attention property owners give to the design and siting of their homes. The architectural review process has been established to help ensure that each home will contribute to, rather than detract from, this goal. The Architectural Review Committee has been created to administer the process, in accordance with the Covenants and Restrictions.

## **III. THE ROLE OF ARCHITECTURE**

In the initial planning of The Galena Territory, architecture received a great deal of consideration. It is felt architectural flexibility should be retained and a variety of appropriate home styles would benefit the community. Each individual home site should dictate the way in which architecture will best complement nature's forms, colors, and textures. Design solutions foreign and not consistent with the natural surroundings are to be avoided. Preserving the rustic, rural atmosphere of the community is of prime importance. The architectural criteria which are listed in these guidelines are intended to promote property values and general design themes without unnecessarily limiting the variety of successful home and site designs.

We shall reevaluate continuously the architectural styles, materials, colors, and techniques at The Galena Territory to determine those which have served us well and those that have not, so that we can encourage desirable qualities. Approval of a specific home or features of a home should not be construed as setting precedents for repetition. Because of the unique nature of real estate, any approval or procedure adopted by the Architectural Review Committee for one lot or one owner shall not restrict the Architectural Review Committee's right to grant a different approval or procedure for another lot or another owner.

### **A. ORIENTATION PROCESS**

The Architectural Review Guidelines and Review Procedures booklet is one of the most important documents a property owner possesses. These guidelines pertain not only to new construction, but also to additions or alterations to existing homes. Property owners must go through the architectural review process for any and all exterior changes to their house and property as well as interior remodeling which changes the completed usage of their home and the size of the septic system. The Architectural Review Committee would like to eliminate any confusion property owners may have concerning the architectural review process as it pertains to new construction and remodeling. Therefore, an appointment must be made with the administrators of the Architectural Review Committee before proceeding with the design and construction of the home, addition, or interior remodeling. The property owner must sign this document, which indicates their understanding of the procedures. (See Appendix A for the Orientation Documentation)

## **IV. PLANNING YOUR HOME**

The building of a home at The Galena Territory should be an exciting and pleasurable experience. For many property owners it will represent one of the major investments made in their lifetime. To ensure that both the experience and the results will be rewarding, it is strongly recommended that you consult with an architect, preferably one who is familiar with the community concept plan. Many otherwise successful builders are generally unable to provide the architectural interest and quality of detailing required for homes at The Galena Territory without the services of a qualified designer or architect. Every building site at The Galena Territory presents a different and interesting opportunity; experience has proven that to attain the full benefits of this opportunity, it is important to secure the advice and services of a competent professional. A home should be designed for a specific site and for the particular needs of its occupants. (See Appendix B) Construction of a single structure on adjoining lots may be approved with legal interpretation and deed restrictions. For verification and instructions contact the Architectural Review Committee office.

The committee realizes that many modular and pre-cut homes are available today, and that building contractors may have standard home plans available. All plans and construction must comply with County Zoning Regulations. Trailer homes or homes with temporary foundations will not be approved. Property owners are cautioned to check warranties as well as the reputation and competence of the home manufacturer and contractor. Committee approval of a plan should in no way be regarded as a substitute for such investigation or as a guarantee of satisfaction. The committee offers a performance file on many contractors to assist property owners in selecting a contractor to build their new home.

## **V. ARCHITECTURAL CRITERIA**

The criteria outlined hereafter reflect the architectural elements which should be considered in the design and siting of your home. The Architectural Review Committee uses these guidelines in the plan review process. One caution: the overall impact of a design involves issues of taste and judgment which cannot be completely reduced to measurable standards of size, setback, roof pitch, etc. A home which meets all the numerical criteria may be unacceptable for The Galena Territory if its overall aesthetic impact is unacceptable as determined by the Architectural Review Committee.

### **A. Size of Home**

For each subdivision unit within The Galena Territory, there has been recorded a Supplemental Declaration which specifies the minimum living area for any dwelling constructed on any lot within that unit. Minimum living area is defined as those finished areas, excluding garages, patios and breezeways. No areas with less than 6'0" headroom shall be included in calculating the minimum required square footage. The design of the structure should be kept within the height of a two (2) story house and not be built from easement to easement. (See Appendix B) Property owners should review the Supplemental Declaration for their particular subdivision unit to determine the required minimum living area for their home. Some units also have a maximum living area for any dwelling constructed on any lot within that unit. These maximum requirements are also specified in the Supplemental Declaration.

On July 22, 1999, The Board of Directors approved a resolution that limited the number of bedrooms to six. Any proposed residence plan brought before the Architectural Review Committee which includes more than six (6) bedrooms shall be denied as inconsistent with the General Declaration of Covenants and Restrictions recorded by the developer.

After approval of any plans for the construction of a single-family residence in The Galena Territory, the property owner is advised that, should any changes or modifications of the approved plan be made during or after construction, such changes or modifications must be approved in advance of any construction by Architectural Review.

Any modifications made to any existing single-family residence which would add one or more bedrooms to said single family residence without permission of Architectural Review will be treated as a violation of the General Declaration of Covenants and Restrictions recorded by the developer. Violations are subject to fines and penalties defined in Galena Territory Documents.

Both finished and unfinished rooms suitable for future use as bedrooms will be counted as bedrooms. Suitability for such use will be governed by county codes for doors and windows, and Architectural Review Committee requirements for septic system sizing if applicable.

### **B. Styling**

As indicated previously, no single architectural style has been dictated for The Galena Territory. The most important criterion is the house be harmonious with the surrounding environment—the desire is to create buildings which readily become part of the landscape.

To accomplish this, consideration must be given to existing natural elements (slopes, trees, and views) as well as the design and location of the neighboring homes. Because lot characteristics vary so widely, a plan, which is appropriate for one lot may be quite inappropriate for another lot. Care should be taken to avoid designs which seem to indicate typical suburban or tract home styles. Careful attention to interesting details can produce a design that fits well into the naturally beautiful settings of The Galena Territory, without adding excessively to the cost. Preliminary consultation with the committee will save time and minimize problems if there are questions regarding styling.

### **C. Exterior Design**

In evaluating the exterior appearance of a home, the Architectural Review Committee takes into consideration all of the elements of design which contribute to a successful design solution, including, but not limited to:

1. Size/Placement/Utilization-Relationship of proposed construction to existing natural and man-made features; effect on the streetscape, common open space, drives, parking, and landscape treatment. You should contact a professional engineer or licensed septic installer to determine the optimum type, size and location for your septic system before deciding on the size of the house and its location. (See Article V, Section A-Size of Home)
2. Scale-Relationship of the proposed structure site size in terms of lot coverage, height, width, and overall visual impact. (See Appendix B)
3. Windows, Doors, etc.-Relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used, and the manner in which the fenestration is detailed. Proportion the size of windows so they relate to the scale of surrounding wall and to each other.
4. Roof scape - One of the most visible elements of any home is the roof. Its ultimate appearance in relation to the structure should be carefully considered, as well as the color and texture of the roofing material. Roof projections and overhangs help to give character, detail and shadowing to the face of the building as well as shed water and snow beyond the face of the wall beneath. Roofs with a significant pitch are normally most desirable; flat or low-pitched roofs are unacceptable. A minimum roof pitch of 4 in 12 is required in all areas; however, the roofing industry recommends 5 in 12 pitch. The minimum roof pitch in some areas is 6 in 12. Property owners should review the Supplemental Declaration for their particular subdivision unit to determine the required roof pitch. Mechanical equipment, vents, vent covers, etc., will be considered an integral part of the design and should be treated as such. Cedar shakes or heavy earth tone asphalt shingles are preferred as roofing materials, but the committee may approve other materials if texture and color are satisfactory. Single tab shingles will not be approved. Roof overhangs must be at least ten feet inside the property line. Gutters, if used, should blend with trim colors. (If considering roof mounted solar panels see Section R.)
5. Aesthetics-Overall design quality based on the determination of the committee.

### **D. Exterior Materials and Colors**

The choice of exterior materials and colors is extremely important. The fewer materials (and colors) utilized on the exterior of a house, the more cohesive the structure becomes, contributing to the objective of fitting a house into its site. Wood siding carried to within six to eighteen inches of the ground will eliminate the need for an additional material on the foundation. The committee has approved color palettes of natural colors. Textured surfaces are preferred over smooth surfaces. Examples of appropriate materials are rough sawn woods and stone. Vinyl, aluminum, and steel siding are prohibited as an exterior siding material. Stone should be used to express its structural and load bearing capability (i.e. use as a base course or an entire chimney block.) Carry stone wall veneer around corners to a logical terminus. The house style will, in most instances, dictate the proper range of materials and colors. Care should be taken to avoid the use of an excessive number of different materials (giving a cluttered appearance) and materials or colors with highly reflective characteristics.



When selecting your exterior colors for original staining/painting you must select colors from the approved palette of color schemes available at the Architectural Review office. Trim colors, facia, etc., are to be transitional and blend shingle to siding without highlight or drawing attention. Using a darker color will pull your house in a bit and help relieve the sense of being crowded on its lot. The color white, off white and other pastel colors will not be approved for siding, trim, windows and doors (including storm doors).

Any change to the color of your home when re-painting/re-staining must use the approved pallet of color schemes available at the Architectural Review Committee office. A color change application must be submitted for approval and a color change permit will be issued subject to approval. (See appendix K) This permit must be posted until work is completed.

Property Owners must review the Supplemental Declaration for their particular unit for siding restrictions in their unit. The Architectural Review Committee requires the garage doors be the same color as approved for the house siding or trim. All roof penetrations (except chimneys) i.e.: plumbing vents, exhaust vents, pipes, flues, etc., must be located on the least visible side and painted to match the roof. Such vents penetrating exterior walls will be painted to match siding or trim as appropriate. Solar collectors will be reviewed and approved on an individual basis. Exterior materials not previously used at The Galena Territory or new to the construction industry, must be submitted on a preliminary application and require Architectural Review Committee approval.

Many settings in The Galena Territory lend themselves to the extensive use of glass in the form of large windows or sliding glass doors. This is considered quite appropriate, as it permits the outside to become an integral part of the home. Shutters may or may not be appropriate. All storm/screen doors should be compatible with exterior house colors. No white, off white or pastel color storm doors/screens are allowed. Metal awnings and jalousie windows are not permitted.

#### **E. Elevation**

The first floor elevation of the foundation should be evaluated carefully by house designers and builders, in reference to the topographic characteristics of the home site, and the level of the road in front of the house. The objective is to achieve positive drainage, display the home for maximum benefit, capture the best views from the interior and take advantage of any opportunities for effectively utilizing basement areas. No more than 18" of exposed concrete foundation will be approved. Where grades permit, it is recommended siding be within 6" of grade.

#### **F. Driveways and Culverts**

Driveways must be located carefully for practicality as well as appearance. Where driveway lengths are unusually long, gentle curves will enhance the overall appearance. When installing colored driveways, a color sample must be submitted to the Architectural Review Committee for approval before installation. Only colors that blend into the natural surroundings will be approved. Driveways which intersect with the road at more than one point will not be approved without approval of double entry to lot by the appropriate Township Road Commissioner. Most lots require culverts so as not to impede the flow of water through drainage ditches at the front of the lot. Because tremendous problems can be caused by improperly sizing or setting a culvert, installations must be supervised by a qualified person, and the township road commissioner must be consulted if necessary; all Townships require Entrance Bond Permits. Minimum culvert pipe sizes are 15" diameter and 22' length. The cost of culvert installation is the responsibility of the property owner.

#### **G. Vehicle Parking**

See Galena Territory Rules and Regulations for vehicle regulations.

## H. Garages

The committee requires property owners make provision for a future garage and show its location on the site plan. If included, a garage must be considered an important aspect of the overall design and thus should include a window or architectural feature on elevations viewed by others. Garage materials and colors must match other exterior materials and colors. Garage door must match siding or trim color. Attached garages are generally preferable to detached garages; a detached garage may not be erected prior to home construction. Garage plans must be submitted to and approved by the committee.

## I. Building Setback Lines

No part of any structure (including retaining walls) may fall within the 10' utility easement which runs along all lot lines. Lots in most subdivisions also stipulate a 30' building setback from front lines bordering roads. Recorded plats of subdivision and Supplemental Declarations should be consulted to determine any additional setbacks (i.e. pipeline and golf course) which may apply to specific lots. Homes need not be centrally located on a lot, and owners should look at all parts of the lot within setback lines for the optimum building sites for the home and accessory structures. In most cases, however, the best building sites will not be located at the minimum setback from the road right-of-way or from lot sidelines.

"Structure" shall mean any building, construction, or non-naturally occurring improvement erected or constructed, which will require a permanent location on or in the ground, or is attached to something having a permanent location on or in the ground.

General Declaration of Covenants and Restrictions, Article IV, Section 5. **Deviations from Covenants and Restrictions.** The committee shall have the power to enter into agreements with the Owner of any Lot, without the consent of the Owner of any other Lot, or adjoining or adjacent property, to deviate from the provisions of the covenants and restrictions within the jurisdiction of the committee for reasons of practical difficulty or particular hardships which otherwise would be suffered by such Owner. Any such deviation, which shall be manifested by written agreement, shall not constitute a waiver of any such covenant as to other Lots in The Properties.

The committee is vested with the authority to determine whether a practical difficulty or hardship exists.

The physical surroundings' shape or topographical conditions of the specific Lot may cause practical difficulties or a particular hardship to the Owner, which are distinguished from other conditions that amount to a mere inconvenience. The conditions upon which a petition for a variation is based are unique to the Lot for which the variation is sought and are not applicable generally to other Lots within the same subdivision.

An alleged practical difficulty or hardship is a situation, condition or set of circumstances caused by the legal description and topographical conditions of the Lot and which has not been created by the action or inaction of any individual or entity.

## J. Fences

Fencing on a large scale would detract from the community's natural beauty. Fences are not permitted to enclose or define property lines of individual home sites. Horse lots are handled on an individual basis, and must be approved by the committee. Fencing must be erected only for specific purposes. Fences may be used to screen air conditioning equipment, utility and garage areas, and patios. As with all elements, the fence should enhance rather than detract from the overall appearance of the property. Chain link or woven wire fencing will not be permitted. The committee encourages use of rough-hewn woods, natural stone, or natural planting as fencing and screening materials. Deer and snow fencing must be of a color that blends in with the environment. All fencing, including dog runs, must be approved by the committee. Invisible fencing is strongly recommended and dog run fencing shall be one of the approved styles. Supplementary landscape planting may be required for approval of some fence applications. An application is required for all fencing.

## **K. Stables**

Certain lots within the community are designated by a recorded Declaration as suitable for an accessory structure and corral to be used for stabling of horses. The construction of a stable building and corral must be compatible with the home design, colors and the terrain of the lot. Corral areas must be designed so drainage will not adversely affect neighboring property. Neither may be sited over any portion of the septic system. No stable construction may take place prior to construction of a house and must be a free-standing structure. Stable and corral plans must be submitted to and approved by the committee.

## **L. Other Structures**

A maximum of one outbuilding per lot (including a detached garage) is permitted by the Covenants and Restrictions. These include, but are not limited to, gazebos, storage buildings and playhouses and cannot be erected prior to construction of a home on the site. "Structure" shall mean any building, construction, or non-natural improvement erected or constructed, which will require a permanent location on or in the ground, or is attached to something having a permanent location on or in the ground. Plans for construction of these structures plus those for tennis courts, swing sets, trampoline and other recreation equipment must be submitted to the committee for approval before construction.

The general configuration of the shed/garage structure must follow the architectural lines of the existing house. The pitch of the roof and the style of the roof must match the house. For example, if the house has a gambrel pitched roof then the roof of garage/shed must also have a gambrel roof. Property owners should review the Supplemental Declaration for their particular subdivision unit to determine the required roof pitch.

The siding material and colors of the siding, trim, doors, windows and shingles must all match the existing house. Plastic or vinyl sheds are prohibited.

When considering building a second structure, keep in mind its location so it fits in aesthetically in relation to your house and adjacent lots. When choosing a location for your structure it must be placed outside of the 10' easements on both sides and the rear of the lot, with a 30' setback from the road. If your lot is bordering a golf course there is also a golf course setback to be followed. (See Appendix H for the appropriate fee.)

## **M. Landscaping and Existing Trees**

Site planning and clearing should be accomplished, insofar as is feasible, in a manner which respects and preserves existing trees, vegetation, and land contours. Without prior approval, live or dead trees with a diameter of four inches or larger must not be removed when outside the perimeter of the house. Trees immediately adjacent to the construction site must be protected by your contractor to avoid damage.

**TREE PRESERVATION:** Mitigate the effects of construction activity by retaining qualified professionals to do the appropriate root pruning, branch trimming, tree feeding and watering prior to, during and after construction.

**Identify the construction envelope:** This is the area within the lot that will be disturbed by construction activity and the installation of improvements including a septic system, the driveway and access routes for gas, electric, sanitary sewer and communications lines. You will need to provide for the delivery and handling of construction materials (a minimum of 10 feet beyond the proposed foundation is normally required). You will also need to provide for the storage of topsoil, backfill, building materials and waste containers.

**Fencing:** Cordoning off the construction envelope from those portions of the property that you want to preserve is highly important. The maintenance of this fencing or other protective barriers during the construction process will help in the communication of your objectives to the various trades and material

suppliers. Utilize pre-construction meetings and the posting of signs and notices to sustain a high degree of awareness.

**Drainage:** Maintain positive drainage during the course of construction. Standing water around trees presents a serious problem.

**Stress:** Avoid placing impacted trees under any further stress for several years after construction. Water during drought periods and protect them from insects and diseases. Maintaining the wooded areas of the lot as natural woodland may promote the vitality of the trees. Turf grass uses up soil moisture and nutrients that would otherwise be available for the trees.

Unapproved tree removal is subject to substantial fines and mandatory replacement at a location to be determined by the Architectural Review Committee. See current policy (Appendix E) for complete details.

Proper landscaping will add the finishing touch to your home and a plan shall be submitted along with your construction plans. Lots with little or no natural foliage require supplemental landscaping. Trees and shrubs must be planted in front of large blank wall surfaces visible from the public right-of-way and adjacent properties. (See Appendix F for landscaping guidelines) The number of different plant materials introduced to the site should be kept to a minimum, and the use of native plant materials will be most effective. Plants should be normally located in large groupings to avoid a spotty effect. Such features as ornamental rocks, statues, brightly colored or conspicuous lawn ornaments or exotic horticultural varieties which are not harmonious with the natural setting will not be permitted. The Galena Territory Association encourages homeowners to consult with a landscape architect. Detailed landscaping plans are required in some areas. Property owners are advised to review the Supplemental Declaration for their particular subdivision unit for landscaping requirements. Detailed landscape plans shall be drawn not smaller than 1/8" = 1' scale. The plan should include that part of the lot from 20 feet behind the rear of the house to the street.

## **1. Native Plant Community Restoration Guidelines**

### **Introduction**

The Galena Territory Association (GTA) promotes the establishment of native plants to maintain a harmonious balance with the surrounding environment. To ensure the aesthetic appearance of native plant community restorations, the Architectural Review Committee and Greenspace Committee have instituted guidelines for the establishment and maintenance of small-scale native plant community restorations.

There are two ways restoration areas can be installed: by seed or by live plants. The size of the restoration and the budget will determine which method is used. Seed is a more cost-effective method, but requires patience for establishment. In general, it takes 3-5 years to establish restoration areas from seed because the deep-rooted prairie plants focus their growing energy on putting down their deep roots before they achieve flowering maturity. These guidelines recognize the desired effects will not be seen immediately.

Site preparation and plant species selection prior to installation is crucial for a successful planting. Post-planting maintenance, or stewardship, is just as important to ensure your native plants have the best chance of surviving and thriving. The main purpose of stewardship is to "tip the balance" to favor the native plants in your planting and reduce competition from more aggressive non-native species. Once established, restorations become low-maintenance areas that will involve regular monitoring and stewardship. Non-native and invasive plants will continue to try to establish themselves in the planting and will need to be controlled so they will not dominate the planting. Through diligence, the ongoing stewardship of the plantings will require a minimal annual time commitment.

Please contact the Greenspace & Lake Coordinator with your plan for installing a native plant community restoration within The Territory. The GTA maintains a list of addresses with native plant community restorations. Advice and assistance can be given during the planning phase of the project. An annual review is performed by the Greenspace Coordinator to evaluate the

establishment of the native planting and make stewardship recommendations, i.e. invasive plant control. The review will occur between June 1 and June 15. Once established, the restoration area shall not be dominated by invasive species.

If during the annual inspection the Greenspace Coordinator observes invasive species dominating the restoration or threatening the restoration, the property owner will be notified in writing and asked to steward the area to remove the threat of invasive species. If no action is taken by the property owner, The GTA will follow up with maintenance, as outlined under Section 8, Maintenance of Lots, in Article V, General Restrictions, of the GTA Declarations of Covenants and Restrictions.

#### **Guidelines for protection, safety, and appearance**

- The Township Road Commissioners require an obvious and reasonable distinction from the road to the natural area which will generally be within 8-20 feet of the road edge, which is the road right-of-way. Approval must be obtained from the Township Road Commissioner if one wants a variance to this policy.
- Installed native plant community restorations shall display an obvious border or boundary, such as a path or moved buffer, which clearly separates itself from higher maintenance areas or from neighboring properties.
- Seed and plant species for these applications shall be native to the Midwest or, ideally, Jo Daviess County. Please double check the species lists for “wildflower” packets or mixes that are found in hardware stores or similar retail locations. These mixes contain a large proportion of non-native and invasive annuals and a small proportion of truly native species.
- Landscaping adjacent to the house structure shall not be of an un-maintained appearance and not contain contiguous wildfire fuel. Twenty feet is a suggested distance from the house for prairie restorations.
- Since invasive plants, native and non-native, are the most important to control in the first 2 years, the following are recommended stewardship procedures during establishment:
  - Mow short for the first 2 years minimum
  - Spot-treat with herbicide or hand pull invasive species
- Once established, on-going stewardship should be performed by the property owner or designee to ensure invasive plants will not begin to dominate the planting. These activities will include spot-treating with herbicide or hand pulling undesirable plant species.

#### **References (please refer to Appendix L at the end of this document)**

A list of several references will be available as separate document(s) and will include: A list of definitions, a list of Northwest Illinois invasive species and best management practices for their control, summaries of the Illinois Noxious Weed Law and Illinois Exotic Weed Act, reference projects (woodland, savanna, prairie) & photo portfolio, area contractors that can assist with your restoration project, native seed and plant nurseries, websites and reference books for further information.

#### **N. Exterior Lights**

As a certified Dark Sky Friendly Development of Distinction, as honored by the International Dark Sky Association, one of the gifts offered to the guests and residents of The Galena Territory is the beauty of our night sky. Bright, harsh exterior lighting is not in keeping with this concept and can be offensive to neighboring properties. The Architectural Guidelines seek to find a balance between this aesthetic concept and everyone’s safety.

Farm lights, flood lights, and high intensity security lights will not be approved. Post lights should not exceed 6’ in height to the top of the light fixture, and the light source must be directed downward and of sufficiently low wattage (450 lumens or 40 watts incandescent or 5 watts LED maximum) to reduce glare.

Direct glare shall be minimized through the use of shrouding or opaque glass so that the light bulb is not visible through the glass. No fixtures with a visible bulb will be approved.

Edison bulb string lights may be installed under covered areas such as under a roof line or beneath a deck. The string lights may not exceed the maximum lumens rating or be more than a combined equivalent of a 5 watt LED bulb (450 lumens).

**General Requirements:** All exterior lights are to follow “lights on” at or near dusk and “lights off” at 1 a.m. Motion sensor lights can remain ready for use at all hours and eliminate the need to manually control on and off timing, therefore the use of motion sensor lights is strongly encouraged. Solar or low voltage (150 lumens or a 2 watts LED or less) lights can remain on from dusk to dawn, provided they meet the above lighting requirements.

All night lighting in the form of solar and low voltage lights is permissible for safety purposes only (i.e. walkways, driveways & stairs). Strategic, maximum spacing is required; no overlapping of the illuminated area should take place. Residents should use warmer hues of yellow and soft white natural lights. The use of colored bulbs in permanent exterior fixtures (including solar fixtures) is prohibited. The use of lights as landscape and architectural accents is not allowed. All-night outside illumination other than solar and low voltage lighting is not permitted.

Property owners in violation of the lights out by 1 a.m. guideline must resolve the exterior lighting issue within 7 days of notification. Failure to bring the property into compliance will result in a fine of \$150 per occurrence.

Prior to the new installation or replacement of exterior lights consult with the Architectural Review Office. A booklet and display of approved exterior light fixtures are available. The new installation or replacement of unapproved light fixtures is subject to fine.

The Architectural Review Committee must approve the installation of any type of outside lights.

In keeping with the desired peace and enjoyment of the natural beauty of The Galena Territory, all exterior audio speakers are prohibited.

#### **O. Swimming Pools, Hot Tubs, Ponds & Outdoor Spas**

All pools, hot tubs, ponds, and outdoor spas must meet state code requirements, must relate unobtrusively to the house, lot, and neighboring properties. Hot tubs must be screened with evergreen plantings or plants that will screen the hot tub in all seasons from view of neighboring properties and roads. The plantings must be large enough to screen the hot tub at the time of planting. Detailed plans for any swimming pool and deck area, ponds, hot tubs and outdoor spas must be submitted to the committee for approval. Professional design assistance is recommended. Above ground pools will not be approved.

#### **P. TV and Internet Satellite Dishes and CB/Ham Radio Antennas**

All satellite dishes and antennas when attached to the home or mounted on a pole on your lot must be approved **before** installation.

Satellite dishes when attached to the home must be placed in the most inconspicuous location as possible (i.e. behind a chimney) and still provide reception.

For satellite dishes that require a pole mounting, the location of the pole must be out of all utility easements, and front and golf course setback areas. Landscaping screening will be required to screen the dish/pole from view from roads and neighboring properties. An application, fee, site plan and screening plans must be submitted before installation.

Satellite dishes that need to be relocated or if you change providers – need to be approved before they are relocated or installed. Existing satellite dishes are grandfathered.

Internet antennas must conform to preapproved criteria.

## **Q. Fuel Tanks**

Burial of fuel tanks with anode protection is encouraged. Fuel tanks that are not buried must be screened from view with fencing that matches the siding on your home and then softened with landscaping. The screening must be painted or stained to match the exterior of the house. All tanks must meet National Fire Protection Association (NFPA) and State Codes for installation procedures and distance from the house. Location and screening of LP tanks must be shown on the site plan and submitted to the committee for approval.

## **R. H.V.A.C. Units and Alternative Energy Systems**

Through window heating & air conditioner units are not permitted. Through wall heating, venting, piping, mini-split systems, H.V.A.C units must be painted, shielded or shrouded to match existing exterior colors. The H.V.A.C units must be shielded or screened to conceal the units.

### **Solar System Guidelines**

***These guidelines are intended to be general in nature. The ARC is concerned with esthetics. We recommend solar panels be mounted as inconspicuously as possible. This guideline is intended to include photovoltaic, hydronic & other solar energy devices. We will approve or disapprove on a case-by-case basis.***

1. Solar panels should not be highly visible from neighboring properties or roadways.
2. Panels will be mounted and installed parallel to the roof and will stand no higher than six inches from the roofing material.
  - a. Arrays shall be arranged to be compatible with the roof design.
  - b. Roof color, frames, and solar panels should be coordinated.
3. A Special structure can be allowed to locate grid below roof peak on back side of roof, if needed. The grid can be properly aimed for efficiency. Sun tracker devices can be utilized.
4. Ground mounted units are encouraged, but should not be highly visible from neighboring properties or roadways. Tree removal will not be allowed. The location must be out of all utility easements, and front and golf course setback areas. Landscaping will be required to screen view from roads and neighboring properties. Sun tracker devices can be utilized to optimize efficiency.
5. Wiring and all affixing appliances will be installed in an inconspicuous manner.
6. A sample or illustration of the proposed solar unit, which clearly describes the unit and defines the materials used, should be submitted with the application.
7. The homeowner will supply illustrated/schematic drawings for the proposed installation. They shall be drawn to show the location and number of panels on the home.
8. A preliminary site plan will need to be submitted showing the house location and compass points.

## **S. Decks**

All decks must be drawn in on the house plans. Dimensions and style of railings, posts, stairs, steps, benches, and other details are required to clearly describe proposal. Include height of deck above the ground. Lattice work and/or evergreen landscape screening is recommended for all decks; however, it is required if applying for under deck storage. Evergreen screening is described as vertical growth plantings which will screen the under-deck storage at the time of planting. You must indicate whether or not the under-deck area will be used for storage. If so, indicate whether trellis work or solid walls will be used. Solid walls must be treated as a shed. Approval must be obtained for under deck storage.

## **T. Doghouses, Runs, Animal Cages, and Pet Access Doors**

Doghouses must be compatible with the applicant's house in color and material, or match a natural wood fence and must be located where they will be visually unobtrusive. Dog runs are small fenced areas within a rear yard for dogs requiring more security, Invisible fencing is strongly recommended. Dog run fencing shall be one of the approved styles, chain link or woven wire fencing will not be permitted. Fencing guidelines apply and must be followed. Pet access doors may be desired by some residents. Doors shall be builder's quality (the same or better than the original builder's door). A picture and dimensions must be included with the application. Color must match or blend with other colors on the house. A completed application is required.

## **U. Exterior Decorative Objects, Yard Art, Seasonal Decorations, Holiday Decorations**

In October of 2010, The Galena Territory was officially designated a National Wildlife Federation Community Wildlife Habitat, the 46th in the country and the first in Illinois, Iowa or Wisconsin. "We commend the dedicated residents of The Galena Territory for their wildlife conservation efforts and for coming together for a common purpose - to create a community where people and wildlife can flourish". The purpose of this guideline is to assure the ongoing natural beauty of this special place.

All "yard art" or any other decorative element or object visible from the street, golf course, and neighbors, that is intended to be displayed for longer than 90 days, must be approved by the ARC. Approval is required but not be limited to wagon wheels, sculptures, fountains, lighting, light fixtures, stumps, driftwood, free standing poles of all types, decorative signs, gingerbread and/or additional moldings, which are attached to approved structures. Exceptions are birdhouses, bird feeders or birdbaths. Flagpoles for the display of the American flag and/or a military flag, being reasonably proportioned to the house, are also excluded from requiring approval.

To gain approval a completed application requires the following information:

1. Site plan showing the relation of object to the house, property line, and adjacent neighbors.
2. Picture and/or detailed drawing of object to include dimensions.
3. All special features such as, but not limited to, rotating objects, shooting water, rolling units, etc., must be specified.
4. Color and material of object.
5. Estimated start and completion date where construction is required.

Holiday decorations do not require approval but are limited to lights, greenery, wreaths, and decorations appropriate to a given Holiday. These decorations shall be displayed no longer than 30 days, including a maximum of 7 days immediately following the specific holiday. The exception is Winter holiday decorations which may be displayed between November 15 and January 31. All inflatable decorations are prohibited.

Seasonal decorations may be displayed as follows:

Winter Holiday – November 15 to January 31  
Winter – December, January and February



Spring – March, April and May  
Summer – June, July and August  
Autumn – September, October and November

Non-compliance will result in a monthly fine of \$150 until the property is brought into compliance.

#### **V. Flags**

The American flag and/or a military flag plus one additional flag may be displayed on each developed property.

Flags includes any flag made of fabric, cloth, or paper displayed from a staff or flagpole or in a window. They are not a depiction or emblem made of lights, paint, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component.

Flags may not be suspended between trees, poles or shrubs. They can not be hung from or on any structure unless they are displayed on a staff mounted to the structure. They must be reasonably proportioned to the house.

Non-compliance will result in a monthly fine of \$150 until the property is brought into compliance.

#### **W. Mailboxes**

Mailboxes and address posts that conform with the County's required 911 sign program can be obtained from the G.T.A. office.

#### **X. Tear-Down Policy**

##### **Restoration of Building or Structure**

A Building, or Structure, or part thereof, declared unsightly, unsafe, unsanitary, or a hazard to health by The Galena Territory Association, Inc. and/or County must be restored to a safe condition or torn down. The restoration plans must be submitted to the Architectural Review Office and remodeling guidelines must be followed as with any building improvement program. A Property Owner may decide to restore buildings or structures on owned property. They must follow these guidelines.

##### **Tear-down of Building or Structure**

A tear-down may be required due to unrepairable conditions, as ruled by The Galena Territory Association, Inc. and/or County authorities. A Property Owner may decide to teardown buildings or structures on owned property. These guidelines must be followed:

1. Demolition permits need to be issued and a fee of \$2000 shall be held in escrow by GTA. The fee shall be refunded upon completion of demolition and compliance with the guidelines.
2. Once demolition commences, demolition shall be completed and all materials torn down shall be disposed of within 30 days, unless the GTA agrees that conditions require this time to be extended.
3. If the structure is not rebuilt, the lot must be returned to its natural appearance within 30 days, unless agreed upon conditions allow an extension.
4. If a new structure is to be built on said lot, plans must be submitted to the Architectural Review Committee and the same procedures must be followed as with any new structure.

## **VI. SIGNAGE**

The Galena Territory Association, Inc. generally opposes the use of signage in The Galena Territory because of the potentiality of detracting from the natural beauty and aesthetics of The Territory. However, the Board recognizes the necessity for the use of signage in limited circumstances.

### **A. Enforcement**

Property Owners in violation of any of the signage guidelines will be fined, 30 days after notice to any person, firm or corporation. Any sign violating G.T.A. regulations or that is not well maintained, that has fallen down, or that is in general disrepair may be subject to collection by a G.T.A. representative. No other signs than those outlined below are allowed.

### **B. Open House Signs**

1. Prohibited on public road right-of-way.
2. Prohibited on Association greenspace, except at approved locations as shown on Open House Sign order form. (See appendix D)
3. Prohibited on privately-owned lots that are not part of the sale for which the sign is intended.
4. Signs cannot exceed a maximum of three square feet and cannot be more than five feet in height from ground level.
5. Only one Open House sign may be placed on the property for sale and at no other location. When an Open House sign is installed, any For Sale signs must be removed. As an alternative, an "Open" or "Open House" label, placard or notation may be attached to the For-Sale sign only for the period the house is actually open.
6. Open House signs are allowed beginning at noon on Fridays, through Sunday evening at dusk, and on the following holidays from dawn to dusk: New Years (Jan. 1), Christmas Eve (Dec. 24), Christmas Day (Dec. 25), Easter, Memorial Day (Last Monday in May), Fourth of July (July 4<sup>th</sup>), Labor Day (First Monday in September), and Thanksgiving (Fourth Thursday in Nov.)
7. Signs may not have any moving or rotating parts, nor have streamers, pennants or balloons attached.

### **C. Open House Directional Signs**

Open house directional signs must be obtained from The Galena Territory Association office or provided by your Realtor. The sign is 6" x 24" sign on a 50" post, the sign is brown with white lettering. Only one sign per home per intersection will be placed on the specified Association owned Greenspace adjacent to Township Roads and not on private property.

The sign will be displayed in accordance to the ARC "Open House and Directional Signs" policy as follows: "Open House signs are allowed beginning at noon on Fridays, through Sunday evening at dusk, and on the following holidays from dawn to dusk: New Years (Jan. 1), Christmas Eve (Dec. 24), Christmas Day (Dec. 25), Easter, Memorial Day (Last Monday in May), Fourth of July (July 4<sup>th</sup>), Labor Day (first Monday in September), and Thanksgiving (Fourth Thursday in Nov.)

The sign can only be displayed during the hours the house is open for show. The Realtor or Owner is responsible for installing and removing the sign within these hours.

"For Sale by Owners" will have the opportunity to rent an open house directional sign that is available at the Owner's Club.

The signs will be monitored by ARC staff and Security. Any violations will be directed to the Executive Officer of the Northwestern Illinois Realtors Association and the violations will be logged by the GTA.

#### **D. Contractor and For Sale Signs**

1. During construction, the contractor and a seller may each display a sign. Upon completion of the structure or occupancy, the contractor's sign must be removed. Only one Realtor's sign per lot or living unit is allowed.
2. Subcontractor, service or maintenance organization signs are prohibited. Security sign decals on windows are permitted.
3. Upon the signing of the sales contract by both buyer and seller, a sale pending or under contract sign shall be attached to the existing Realtors For Sale sign within 48 hours and can remain in place for the time period through the closing of the sale. All signage shall be removed within 48 hours after the closing of the sale. Realtor signage shall be removed within 48 hours after a listing contract has expired and not been renewed.
4. Signs are prohibited on public road right-of-way and Association greenspace.
5. Illuminated signs are prohibited.
6. Signs and framework cannot exceed a maximum of six square feet and cannot be more than five feet in height from ground level.
7. The name, address, and/or telephone number of the property owner or duly authorized real estate agency and one agent name rider shall be displayed.
8. Contractors may not display signs on vacant lots.
9. All signs are prohibited in the areas of the various townhouse and condominium Associations per the Declarations for each Association.
10. No signs may face the golf courses.
11. Signs shall not be placed on trees, buildings or temporary structures.
12. By-owner for sale signs must be obtained from The Galena Territory Association office. No other signs will be permitted.
13. All Realtor signage that is not well maintained, that has fallen down, or that is in general disrepair may be subject to collection by G.T.A. representative. Any signage will be held at the ARC office for pick up within 7 days by the Realtor before disposal. The ARC office will advise the Realtor office as to the signage picked up and the Realtors office will be responsible for communication to each individual agent.

#### **E. Political Signs**

1. May only be placed 60 days before an election date and must be removed no later than 7 days after the election date.
2. Only one sign per candidate and one sign per issue may be displayed.
3. May not contain derogatory or vulgar statements.
4. May not be homemade.

5. Signs and framework cannot exceed a maximum of six square feet and cannot be more than five feet in height from ground level.
6. Are prohibited on Association greenspace.
7. Must be staked in the ground and shall not be placed on trees, buildings or structures.
8. May not have any moving or rotating parts, nor have streamers, pennants or balloons attached or be illuminated.
9. Pertaining to this specific section only (Political signs), flags and banners are not considered signs and may not be displayed for political purposes.

#### **F. Garage Sale/Estate Sale Signs**

1. Are allowed for up to 48 hours and must be displayed on the property of the sale only.
2. Signs and framework cannot exceed a maximum of six square feet and cannot be more than five feet in height from ground level.
3. Only one sign may be displayed.
4. Directional signs are not allowed.
5. May not have any moving or rotating parts, nor have streamers, pennants or balloons attached or be illuminated.
6. Must be staked in the ground and shall not be placed on trees buildings or structures.
7. Are prohibited on public road right-of-way and Association greenspace.

#### **G. Security System Signs**

1. Signs must be provided by a professional security service company.
2. Signs and framework cannot exceed a maximum of one square foot.
3. Only one sign may be displayed.
4. Must be located within six feet of the front door entrance or affixed to an existing mailbox or address post, with the preference being closer to the front door.
5. Illuminated signs are prohibited.
6. Are prohibited on public road right-of-way unless affixed to an existing mailbox or address post.

#### **H. Pet Control Signage (underground fence sign)**

1. Signs must be provided by a professional underground fencing company.
2. Signs and framework cannot exceed a maximum of one square foot.

3. Only one sign may be displayed.
4. Must be in a prominently visible location within the property line or affixed to an existing mailbox or address post.
5. Illuminated signs are prohibited.
6. Are prohibited on public road right-of-way unless affixed to an existing mailbox or address post.

## **VII. UTILITIES**

**A. Contractors must call J.U.L.I.E. (800-892-0123) before digging for utility locations.**

### **B. Connection to Water System**

A common water system will serve most home sites. No individual wells may be drilled on any lot served by the common water system. In order for your contractor to tap onto the water system, it will be necessary for you to file an application with Galena Territory Utilities, Inc. It is the responsibility of each owner or contractor to extend water service from the lot line to the house. After connection to the water system, a monthly consumption charge will be billed by the utility company in the amount which has been approved by the Illinois Commerce Commission.

### **C. Connection to Sewer System**

Some home sites are served by the central sewer system. In order for your contractor to tap onto the sewer system, it will be necessary for you to file an application with Galena Territory Utilities, Inc. The application and sewer tap-on fee are submitted to the Architectural Review Committee with the building plans and then forwarded to Galena Territory Utilities, Inc. It is the responsibility of each owner or contractor to extend sewer service from the house to the sewer main. Some homes may require a sewer lift pump to reach a sewer main, which is at a higher elevation. After connection to the sewer system, a monthly consumption charge will be billed by the utility company in the amount which has been approved by the Illinois Commerce Commission.

### **D. Septic System Approval**

Sewage treatment for some home sites will be by means of sanitary septic systems. All septic system plans must be designed by a professional engineer or licensed private sewage disposal installer and approved by the Jo Daviess County Health Department. The minimum distance from a house or any accessory structure to the closest point of the septic field is 20 feet. Also, no portion of any driveway or horse corral shall be placed over the seepage bed.

Three sets of the Jo Daviess County approved septic system plans and permit, and one copy of the soil investigation report and soil-boring map must be submitted with the building plans. Site visits will not be made and building plans will not be reviewed without approved septic plans. House plans that show the potential for additional bedrooms may require increased septic capacity. Both finished and unfinished rooms suitable for future use as bedrooms will be counted as bedrooms. Suitability for such use will be governed by county codes for doors and windows.

All septic systems shall be sized in accordance with Jo Daviess County Private Sewage Disposal Ordinances and with the Illinois State Law with the following additional requirements:

1. In houses with unfinished areas, the septic systems design load shall be increased by one bedroom for every 350 square feet of unfinished area (not including garages). The minimum septic tank size allowed for new construction is 1,500 gallons in The Galena Territory.

2. The Architectural Review Committee and the County Health Department require the septic design be prepared by a licensed private sewage disposal installer or a professional engineer and be drawn on a site plan that is based on the plat of survey.

### **E. Electricity and Telephone**

It is imperative that, before construction or excavation is begun, the property owner or contractor notify the appropriate power company and telephone company. The power, cable, and telephone companies will authorize their inspectors to locate any existing underground cable, so excavation will not cause any cable damage (See Article VII – Utilities). Application for electric service and telephone service should be made directly to each of the utility companies. If there are any questions about which power or telephone company serves your lot, or about utility availability dates, refer to the Information Summary or utility companies.

## **VIII. CODES AND ORDINANCES**

All construction must comply with the current applicable governmental codes.

Neither the Architectural Review Committee nor The Galena Territory Association assumes any responsibility for the design, structural integrity, construction quality, safety or applicable code compliance of proposed structures or improvements.

The property owner has sole responsibility for adherence to plans and specifications approved by the Architectural Review Committee. The Galena Territory Association reserves all rights and remedies in the event that the property owner or his builder/contractor/agent has failed to adhere to approved plans and specifications approved by the Architectural Review Committee.

## **IX. ARCHITECTURAL REVIEW PROCESS**

Plans for all new construction, subsequent alterations or additions must be approved by the Architectural Review Committee prior to beginning construction. If, during construction, modifications to previously approved plans become necessary or desirable, application for modifications are to be submitted promptly to the committee for review and approval prior to implementation. A compliance deposit is required before construction begins. (See Appendix H Fee Schedule) All or part of this deposit may be retained by the Association if the process outlined **below** is not followed.

**Construction started without approval is subject to a fine. For new home construction, a fine of \$2.50 per square foot will be levied along with a stop work order notice. The construction of a garage and/or addition without approval will result in a fine of \$580 and a stop work order notice. If construction continues after the receipt of a stop work order notice, a \$200 per day fine, in addition to the previously noted fines, will be implemented until construction ceases. A \$250 fine will be levied for all remaining miscellaneous construction done without approval, such as but not limited to, sheds, decks, patios, firepits, playground equipment, retaining walls, etc.**

### **A. Application Procedure and Documents to be Submitted**

1. Meetings - Applicants should contact the Architectural Review Committee office for the date of the meeting that their plans will be reviewed. Attendance is not required but encouraged.
2. Application Form - (See Appendix G) Applications for review shall be submitted to the Architectural Review Committee office in accordance with the current meeting schedule. Applications shall be made on forms available from the Architectural Review Committee office and submitted with other information required for building plan approval. The application must be signed by the owner, the contractor/builder, and the architect/designer. A preliminary review of building plans may be given by the committee. However, construction cannot begin until final building plans and all other required items have been reviewed and approved by the committee, a building permit issued and posted on lot. Incomplete applications and plans will be returned without action by the committee.

3. Site Plan – (See Appendix C) Three copies of the site plan, drawn at a scale of 1" = 20' that is based on a plat of survey that has been prepared by licensed surveyor. A stamped copy of the survey must be included with the site plans. The site plans must include the following:

- a. Existing lot elevations. (Topo)
- b. Building and golf course setback lines.
- c. Location of all proposed structures, including any future garage or outbuilding as determined by the Supplemental Declarations.
- d. Measurements from the closest numbered structure corner (must correspond with the numbered stake at the site) to the closest lot line stake adjacent to the structure location and also, from the front lot line stake.
- e. Location and elevation of adjoining road.
- f. Location of driveways, parking areas, walks, patios, decks, fuel tanks, and fences.
- g. Proposed finished grades at the corners of all proposed structures.
- h. Proposed finished grades for the lot.
- i. Identify significantly sized trees dead or alive, with orange surveyor tape, (4" or larger in diameter) that will need to be removed outside the house footprint.

4. Scales Mound Fire Protection District Approval - (If required - 2 sets of plans and designated fee)

5. Staking – Staking of the house on the lot must:

- a. Be completed three days before meeting date. (If the house is not properly staked during the committee's regular inspection and the committee needs to make another unscheduled inspection of the lot an additional fee will be charged.)
- b. Match exactly the location and numbering on the site plan including decks and porches.
- c. Utilize stakes at least 1" X 4" which extend at least 30" out of the ground.
- d. A minimum of four-numbered stake locations at house corners which correspond to the numbered stakes on the site plan. Including staking of side and rear lot lines every 30 feet around perimeter of lot. (Variances may be allowed for larger lots.) Also stake any required setbacks. Include a stake within the footprint at the primary entry of home showing main floor level elevation and identify with a mark. Identify with orange ribbon any trees that are 4" or larger in diameter that are to be removed outside of house footprint including those to be removed for septic systems and driveway and/or parking area.

6. Inspection – Committee inspection of the site plan and staking will take place during the three-day period prior to the review meeting. A report will be submitted to the committee for review along with the building plans. The report will note 1) any discrepancies from site plans, and 2) any site conditions relevant to the review process. Any and all proposed changes from approved house location must be resubmitted to the committee for approval before construction. (See Appendix J for Application Change Form) The owner or contractor shall notify the Architectural Review Office when excavation starts. Notwithstanding the inspection process, the lot owner is fully responsible for accurate location of houses on lots. The committee documents the pre-construction site with photographs.

7. Building Plans – Three sets of detailed legible plans are required. (See Appendix B)

- a. House plan drawings should be at a scale of  $\frac{1}{4}'' = 1'$  and not less than 24" x 36". Plans must include detailed floor plans including room use designations. Both finished and unfinished rooms suitable for future use as bedrooms will be counted as bedrooms. Suitability for such use will be governed by county codes for doors and windows. Square footage of living area floor space must be indicated. A cross section of an exterior wall shall be shown on architectural drawings showing the interior wall materials, vapor barrier, studs, insulation board (if used), permeable barrier and exterior siding and/or stone.
- b. Elevation drawings of all exterior sides of the house. The elevations must show the relationship of the home to existing and proposed grades and all floor lines. Compass points must be used in identifying elevations.
- c. Show all patios, decks, fences, and other structures.
- d. Indicate roof pitch.
- e. A complete description of all exterior surfaces specifying material, and texture, is to be indicated on the drawings.
- f. Show all exterior lighting fixture locations.

8. Submission of Building Materials – The following information must be supplied on the Application form:

- a. The name, grade, manufacturer, color and description of roofing to be used.
- b. The name, grade and manufacturer of siding and trim with chosen color to be used.
- c. Detail of any other exterior materials to be used.
- d. The material and colors of all exterior doors (including garage door) and windows to be used.

**Note: A color board is required, the board must be 8 ½ X 11" rigid material including actual samples of the roofing, siding and trim (with color applied), stone or other exterior materials. Window type and color and a photo of the exterior lighting fixtures that will be used which includes size, color, single or double electrical base and lens type. This board must be submitted with the building plans.**

9. Septic Plan – Property owners should refer to the Building Information Summary and Supplemental Declaration for their unit to determine if a private septic system is required for their location. Three copies of the septic plan, if required, (with County approval) must be submitted. (See Article VII, Section D)

10. Detailed Landscaping Plan – Three copies must be submitted. (See Appendix F)

11. Building Service Fee – (See Fee Schedule, Appendix H). Building Service Fee checks should be made payable to The Galena Territory Association and submitted with the plans. If plans are not approved, the Building Service Fee will be refunded. The application fees when filing for an extension of the One-year construction deadline will be \$175.00 per month, with a maximum extension of 12 months allowed. If the structure is not completed within the designated deadline 12 months plus extensions The Galena Territory Association will notify



owner of the areas of non-compliance and a fine will be levied of \$200.00 per day from the date of expiration of permit or extension deadline plus attorney's fees and costs until the structure is completed in accordance with the approved plans.

- b. Additions, garages and other outbuildings above 500 square feet require a \$1,000 Compliance Deposit. If addition/attached exterior alteration is not completed by the end of 6 month time period, an extension application is required with a fee of \$175 per month for each month of the extension needed up to 9 months. After 9 months, a fine of \$200 per day is levied until said completion.

12. Refundable Compliance Deposit Fee – (See Fee Schedule, Appendix H). The compliance fee must be maintained at the \$2000 level, and any changes made to the home during the building process without the approval of the Architectural Review Committee are subject to a fine of no more than \$500 per occurrence and the compliance fee must be maintained at its original level. The withholding of the Compliance Deposit Fee does not relieve the obligation of the property owner/contractor to submit an application for such change(s) or from correcting unapproved changes made, nor does it guarantee that such changes will be approved by the committee.

This fee is not refundable if the property owner:

- a. Makes any significant exterior changes in the approved plans without obtaining the required supplemental approval prior to doing so.
  - b. Violates the Architectural Guidelines and Review Procedures.
  - c. Disregards the ruling of the committee.
13. Application for Sewer Tap and Fee – Property owners should refer to the Building Information Summary and the Supplemental Declaration for their unit to determine if their home will be hooked up to the central sewer system. An application form is available from Galena Territory Utilities, Inc. or the Architectural Review Committee office. The application and fee (payable to Utilities, Inc.) must be submitted with the building plans.
  14. Lp Tank Location and Screening – The location of the LP tank must be shown on the site plan. If above ground, screening of the tank must be detailed and match exterior of home. (See Article V, Section Q)

15. Summary of Items to be Submitted for Plan Review:

- a. Application for building plan approval.
- b. Building plans – 3 sets.
- c. Approved sepic plan & permit (if required) – 3 sets.
- d. Site plan – 3 sets.
- e. Landscaping plan – 3 sets.
- f. Application and Fee for sewer tap (if required).
- g. Building Service Fee.
- h. Compliance Deposit Fee.
- i. Scales Mound Fire Protection District Approval (If required).
- j. Color board which includes samples of exterior materials, colors, and pictures of exterior light fixtures.

## **B. Architectural Review Committee Response**

The committee has a period of 30 days to review and take action on plans. This period will commence when the committee has received complete plans and the review fee. The committee will not start the review process until all required items have been received. Once an owner's plans have been fully considered and approved, a written confirmation of approval, one complete sets of plans with stamped approvals, and a building permit card will be returned to the owner and agent. The third set of plans will be retained by the committee. The Galena Territory building permit and the Jo Daviess County building permit must be displayed on the front right corner of the property line. The property address number must also be displayed on this post. The committee may reject a plan entirely, or it may disapprove only specific parts of a plan. The committee can reject an application based on the determination of its members, for any of the following reasons which the committee deems appropriate.

1. Insufficient information to adequately evaluate the design or design intent.
2. Poor overall design quality.
3. Incompatible design elements.
4. Inappropriate design concept or design treatment.
5. A design found to have an adverse effect on the character of The Galena Territory or its residents.

## **C. Construction**

### **1. Pre-Construction Activities**

- a. No lot is to be cleared or construction otherwise started without written approval of the plans for that lot by the Architectural Review Committee. The GTA building permit and Jo Daviess County permit must be displayed.
- b. The builder, lot owner, or architect should ensure availability of all utilities. It is your responsibility to contact the appropriate utility company and apply for service to your lot. Contractors must call J.U.L.I.E. (800-892-0123) before digging for utility locations.
- c. There is no dumping area available at The Galena Territory, nor is there a pit for obtaining fill dirt. Provisions for these services must be made from other sources.
- d. No building materials or equipment may be stored on any lot prior to the commencement of construction. Doing so will constitute the commencement of construction but only on a permitted lot.

### **2. During Construction**

- a. Care should be exercised to protect all trees from equipment damage and/or back filling. Use protective barriers, fencing or bulk heading where necessary so as not to cover the roots or drip line of remaining trees with soil.
- b. The use of adjoining properties for access to the site or for the storage of materials, without the written permission of the adjacent property owner that is filed with the Architectural Review office, is forbidden. Contact the Architectural Review office for assistance with obtaining written permission.
- c. The storage of materials must be as inconspicuous as possible. Cleanliness will be practiced, and contractors are required to make frequent cleanups of surplus materials, trash, wrappers, etc. On site dumpsters are required. Unsightly building sites

constitute nuisances to the community and will be handled according to the Covenants and Restrictions. Littering of roads, greenspace, and other common properties at The Galena Territory is prohibited.

- d. Parking of vehicles by the contractor, subcontractors, workmen, and construction material delivery personnel shall be upon the construction site when practical. When parking on the road is necessary due to non-availability of space on the lot, such parking shall normally be only on one side of the road where the house is located so as to not impede the flow of traffic along any road. Parking along the more traveled roads is to be avoided where parking on side roads is available. Parking on other private property is prohibited without the written permission of the property owner which is filed with the Architectural Review office.
- e. Noisy construction activities will be limited to 7 a.m. to 8 p.m. Monday through Saturday and 9 a.m. to 8 p.m. on Sunday including, but not limited to the use of power tools, radio equipment, landscaping or yard maintenance equipment, construction equipment such as dump trucks, fork lifts, end loaders, excavators, etc. Sounds from radios or other non-construction activities that can be heard from adjoining properties constitute a nuisance and are therefore prohibited. Customary construction sounds shall not be construed as a nuisance.
- f. The committee will carry out periodic in-progress inspections to ensure adherence to approved plans.
- g. Burning Regulations - The Galena Territory Security Department must be notified before any burning of landscape waste on the work site. In order to ensure the health of the Association and to seek compliance with Title 35 of the Illinois Environmental Protection Act, Subtitle B: Air Pollution, Chapter I: Pollution Control Board, Subchapter I: Open Burning, Part 237: Open Burning; the Board of Directors of The Galena Territory Association, Inc. have adopted the following rules and regulations regarding Open Burning in The Galena Territory:
  - i. No person shall cause or allow open burning, except as provided by the Environmental Protection Act. (See Section 237)
  - ii. The following activities are not in violation of Section 9, C of the Act unless they cause air pollution as defined in the Act:
    1. The open burning of landscape waste, but only:
      - a. On the premises on which such waste is generated.
      - b. When atmospheric conditions will readily dissipate contaminants.
      - c. If such burning does not create a visibility hazard on roadways.
    2. Landscape waste is defined as any vegetable or plant refuse (except garbage and agricultural waste) which includes trees, tree trimmings, branches, stumps, brush, weeds, leaves, grass, shrubbery and yard trimmings.
  - iii. All other wastes shall be contained in an on-site dumpster which shall be removed to a proper landfill when filled.
  - iv. No such other wastes shall be disposed of in any Association-owned dumpster site.
  - v. All burning of landscape waste shall be properly supervised by the owner or the owners' designee.

- vi. No burning after dusk.

**NOTE: It is the contractor's responsibility to provide a dumpster for waste containment and to keep construction sites and neighboring property clean. Dumpsters are to be covered and secured when transferring the construction waste. If violations are observed by Security or the Architectural Review Committee, or we have complaints from neighboring property owners about blowing debris and unsightly construction sites, the following deductions will be garnished from the Compliance Deposit: (see Appendix M)**

**1<sup>st</sup> Offense - \$250**

**2<sup>nd</sup> Offense - \$500**

**3<sup>rd</sup> Offense - \$1,000**

3. Completion of Construction- It is not required that construction begin immediately upon approval of plans, but any construction undertaken must be started within 180 days of issuance of permit and completed within one year from commencement of construction. Additions & building improvements must be completed within 6 months. No structure shall be deemed completed until installation of approved landscaping. (Refer to Article IX, Section 11 – Building Service Fee) The property owner and contractor are responsible for:
  - a. Removing all building debris from the site and surrounding area.
  - b. Removing all signs.
4. Post Construction Remodeling, Additions, or Changes - Often, after living and using a new home for some years, or upon retirement and the move to full time living, the property owners wish to make changes, additions, or remodel their homes. Any changes to the exterior of the home, its footprint, or the addition of bedrooms on the interior, require the same kind of approval as new construction. This includes things as simple as adding stairs to your deck, or enclosing a screened porch. Property owners considering any remodeling, additions, or other exterior changes, should contact the Architectural Review office- On November 13, 1999, the Board approved a graduated fine system for unapproved changes made by a property owner, up to \$500 per change.

## **X. MAINTENANCE REQUIREMENTS**

Property ownership includes the responsibility for continued maintenance of all structures and grounds which are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are violations of The Galena Territory Covenants and Restrictions, Article V, Section 8. If violations of the Architectural Review Guidelines and Review procedures as outlined herein persist, the Architectural Review Committee should be notified immediately to effect corrective action.

- a. Dumping of pet droppings, debris or lawn clippings on common areas or open space is prohibited.
- b. The storage of lawn equipment, snow removal equipment, barbeque grills, etc. is not permitted in the front or side yard. All such items must be stored either in the garage, approved storage shed, or back yard screened from view of adjacent properties. Decks or patios may be used for the storage of items such as grills and outdoor lawn furniture which are normally used on the deck.

- c. Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds, and playground-type equipment. The following cases represent some general conditions which would be considered a violation of the covenants:
  - i. Peeling or faded stain/paint on exterior siding and trim.
  - ii. Dented mailboxes, or mailboxes and/or stands in need of repainting or repair.
  - iii. Playground equipment which is broken or in need of repainting.
  - iv. Fences with broken or missing parts.
  - v. Sheds with broken doors or in need of painting or other repairs.
  - vi. Decks with missing or broken railings or parts, or parts in need of re-staining.
  - vii. Concrete or masonry block foundations in need of repainting, re-surfacing or repair.

The Architectural Review Committee expects that all residents will do necessary maintenance to prevent any of the cited conditions from occurring in The Galena Territory. The above list is representative of violations, but is not inclusive.

- d. Mowing and Trimming – Turf areas and lawns need to be mowed at regular intervals, maintaining a maximum height of six (6) inches and landscaped areas aesthetically maintained. Residents are expected to pick up, and properly dispose of, accumulations of grass clippings and leaves. If a lawn is noted as not being cut and is exceeding the maximum length of six (6) inches, a letter will be sent to the member notifying them of their neglect to keep the grass mowed. The member will be given a 14-day notice from the date of the letter to cut the grass. If the grass is not mowed within the 14 days GTC will come onto the property and mow the lawn for the prevailing lawn mowing rate and a \$150.00 fine will be charged. All fines will have to be paid by the next assessment period or that member will not be recognized as a member in good standing.

The Galena Territory Association (GTA) promotes the establishment of native plants to maintain a harmonious balance with the surrounding environment. To ensure the aesthetic appearance of native plant community restorations, the Architectural Review Committee and Greenspace Committee have instituted guidelines for the establishment and maintenance of small-scale native plant community restorations. Please refer to Article V, Section M. Number 1. Native Plant Community Restoration Guidelines.

- 1. Inspection Enforcement Policy - Member properties are inspected annually and at various other times during the year by The Galena Territory Association (GTA) Architectural Review Committee (ARC). ARC members conduct the inspections to identify properties out of compliance with Article V, General Restrictions, Section 8 Maintenance of Lots of the General Declaration of Covenants and Restrictions, that reads in part: ...all lots ... and any improvements ...shall be maintained in such manner as to prevent their becoming unsightly, unsanitary or a hazard to health... Neither the Association nor any of its agents, employees or contractors shall be liable for trespass in carrying out its inspection obligations set forth in the General Declaration of Covenants and these Guidelines... Absent the production of clear and convincing evidence to the contrary, a finding by the ARC that the appearance of property is unsightly, unsanitary or a hazard to health shall be deemed conclusive. This requirement ensures the quality of aesthetics that is the pride of The Galena Territory.

Following the inspections Architectural Review (AR) will notify members by letter whose properties are deemed in need of exterior maintenance. Letters will describe the maintenance issues requiring attention, the time frame for replying to the notification, the deadline date for completion of the maintenance and a copy of the Inspection Enforcement Policy.

**Note: Notice shall be considered served if mailed to the member's mailing address on file with the GTA.**

- A. When a member receives a letter advising their property requires maintenance:
  1. The member must reply to AR in writing within 45 days from the date of the letter outlining a plan to address the maintenance issues and a proposed timeline for completing the maintenance acceptable to the ARC.
  2. The member must complete the maintenance to AR's satisfaction within 180 days of the date of the notification letter.
  3. Any maintenance issue remaining uncorrected after 180 days will result in a \$600 non-compliance fine and a \$200 per day fine for each day the maintenance issue remains uncorrected.
- B. If AR does not receive a reply to the original notification letter within 45 days from the date of the notification letter, AR staff will send the member a second notification letter along with a copy of the original letter and copies of the accompanying documents by certified mail, return receipt requested.
  1. If after the second notification AR office does not receive a written reply to the certified letter within 45 days of the date of the **second** notification letter, the GTA will assess the member a \$150 per month fine with the first fine being assessed on the 46<sup>th</sup> day from the date of the original letter and on the same date of each succeeding month.
  2. \$150 monthly fines will continue until ARC receives a letter from the member outlining a plan acceptable to ARC to correct the maintenance issues within 180 days of the date of the original letter.
  3. If AR does not receive a written reply, any maintenance issue remaining uncorrected after 180 days from the date of the original letter, will result in a \$600-dollar non-compliance fine and a \$200 per day fine for each day the maintenance issues remain uncorrected.
- C. Members unable to complete the required maintenance within 180 days of the date of the original letter may request a 90-day extension permit from AR by submitting an extension request and a \$600 deposit.
  1. Approval of an extension permit will stay any further fines until 270 days from the date of the original notification letter has elapsed.
  2. Any fines assessed prior to approval of the extension permit will remain due and owed the GTA.
  3. If the member completes the maintenance issues to AR's satisfaction within the 180 day extension permit period the GTA will refund the \$600 extension deposit.
  4. Any maintenance issue remaining uncorrected after the extension permit expiration date will result in forfeiture of the \$600 deposit and a \$200 per day fine for each day beyond the extension permit expiration date any maintenance issues remain uncorrected.
- D. Fines assessed as a result of non-compliance with the Inspection Enforcement Policy and not paid when due may result in the GTA filing a lien against the property as authorized by Article VIII, Section 2.f. of the association Bylaws.
- E. Per the General Declaration of Covenants and Restrictions, Article V, General Restrictions, Section 8. Maintenance of Lots, if any member fails to maintain their lot and any improvements, the Association has the right to perform the required maintenance and the cost of such maintenance shall be added to and become a part of the annual assessment with respect to such lot. If a member does not agree with the ARC's findings that their property requires maintenance, the members may dispute the finding in

accordance with the provisions of Rule R (Dispute Resolution and Grievance Procedure) of the association Rules and Regulations. If a member chooses to exercise their right under Rule R, that notification will be considered a response consistent with this policy and all terms and conditions herein apply.

**XI. FINES**

Any violation of the Architectural Guidelines and Review Procedures is subject to fine.

**XII. DISPUTE RESOLUTION PROCEDURES**

Any dispute or claim which may arise from the Architectural Review Process and any actions for enforcement of these Guidelines shall be resolved through dispute resolution procedures adopted under the authority of Article XVII of the ByLaws of The Galena Territory Association.

**XIII. HOME BUSINESS**

No home occupation or profession shall be conducted on any Lot except as may be authorized by the committee.

**XIV. RENTAL HOMES**

If you own a townhouse or condo you would like to use for rentals, you must apply for a Guest Accommodations License. If you own a single-family home that you would like to use for rentals, you must contact the Jo Daviess County Building & Zoning Office for information for obtaining a Zoning Certificate, which must be received before a single-family home may apply for a Guest Accommodations License. Information provided at [www.jodaviess.org](http://www.jodaviess.org) or by calling 815-591-3810.

## SOURCES OF FURTHER INFORMATION

General Information and Plan Review:	Galena Territory Architectural Review 2000 Territory Drive Galena, IL 61036 Phone: 815-777-2000 Fax: 815-777 9194 E-mail: <a href="mailto:archreview@thegalenaterritory.com">archreview@thegalenaterritory.com</a> <a href="http://www.thegalenaterritory.com">www.thegalenaterritory.com</a>
Septic Approval:	Jo Daviess County Health Department 9483 Rt. 20 West Galena, IL 61036 Phone: 815-777-0263
Electricity:	Jo Carroll Energy 793 U.S. 20 West Elizabeth, IL 61028 Phone: 815-858-5522
Telephone:	AT & T PO Box 8100 Aurora, IL 60507-8100 Phone: 800-288-2020
Mediacom (If cable is available in your area)	800-824-6047
Verizon ( <a href="http://www.verizon.com">www.verizon.com</a> )	800-483-4000
US Cellular ( <a href="http://www.uscellular.com">www.uscellular.com</a> )	888-944-9400
Internet:	AT&T Fixed Wireless 888-944-0447 Mediacom (If available in your area) 800-824-6047 Hughes Net (Satellite service) 844-902-0284 JCWIFI 815-233-2138 Sand Prairie Wireless or Fiber 800-858-5522
Water/Sewer:	Prairie Path Water Company 2335 Sanders Road Northbrook, IL 60062 Phone: 800-831-2359
County Building Permit:	Jo Daviess County Planning & Development 1 Commercial Drive Suite 1 Hanover, IL 61041 Phone: 815-591-3810 <a href="https://www.jodaviesscountyil.gov/">https://www.jodaviesscountyil.gov/</a>
Soil Boring:	Tom Golden 904 Campbell St Galena, IL 61036 Phone: 815-777-3835
Scales Mound Fire Protection District	815-845-2300



**PROPERTY OWNER’S INTENDING TO  
BUILD IN THE GALENA TERRITORY  
ORIENTATION DOCUMENTATION**

1. Owner’s name, property unit & lot number
2. Supplemental Declarations
3. Guidelines and Procedures
  - a) Conditions at the home site and surrounding properties may dictate the size, style and placement of the home and septic field.
  - b) Architectural Review Process, criteria for approval
  - c) Review of samples of roofing, exterior colors, lighting, walks and driveways and landscaping
  - d) Site and building inspections
4. The Building Application and Construction Permit
  - a) General information
  - b) Signatures required: Owners, Architect/Designer and Contractor
  - c) Fee schedule

I, we, the undersigned, acknowledge the receipt of the Architectural Review Guidelines and Review Procedures and the various building information mentioned above. The information has been reviewed and explained to us and we have been offered the opportunity to ask any questions that we might have.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Unit & Lot Number)

\_\_\_\_\_  
(Authorized Owner’s Signatures)

\_\_\_\_\_  
(Architectural Review Staff)

## REQUIREMENTS FOR ARCHITECTURAL DRAWINGS

The purpose of this document is to illustrate and clarify the intent of the Architectural Guidelines and Review Procedures for the Galena Territory as revised 01-11-01. The prime reason for issuing this additional data is because the Architectural Plan Review Committee has been receiving sets of drawings that fall short of good quality acceptable drawings, and more importantly, many less than well designed homes.

As a general rule, the homes that have been designed by licensed registered Architects who have prepared and submitted architectural working drawings are found to be of good quality and comply with the guidelines with very few exceptions.

Some of the owners and contractors who prepare their own drawings are most often the ones who fall short of meeting the standards of acceptable architectural design and good quality architectural working drawings.

There are many fine technical books available to assist the draftsman in the preparation of acceptable drawings. One that would be most helpful is Architectural Graphic Standards by the American Institute of Architects and published by John Wiley & Sons. For purposes of illustration, we have included in this document an eight-page set of drawings that indicate the minimum amount of information and drawings the Committee expects to be submitted for a home suitable for construction in the Galena Territory. Bear in mind these drawings have been reduced and are not to scale. Drawings must be submitted in the uniform size of 24" x 36". (See Architectural Review Guidelines and Review Procedures) In addition to these drawings, there are eight pages of sample drawings that cover suggestions on how to handle various methods of exterior elevations in relationship to grade conditions, parking spaces, walks, unacceptable vs. acceptable methods of exterior elevations, architectural site plan, and suggested schedules for indicating floor areas and building materials. Window & door sizes and styles should also be shown and including a window schedule would be most beneficial. Incomplete plans will not be reviewed. Interestingly enough, these samples are drawings by the original developer, Branigar, and were used as their standard even then.

### **SURVEY, SITE PLAN, AND SEPTIC SYSTEM**

Submit three copies of the site plan, drawn at a scale of 1" = 20', that is based on a plat of survey that has been prepared by a licensed surveyor. A stamped copy of the survey must be included with the site plans. The site plans must include the following:

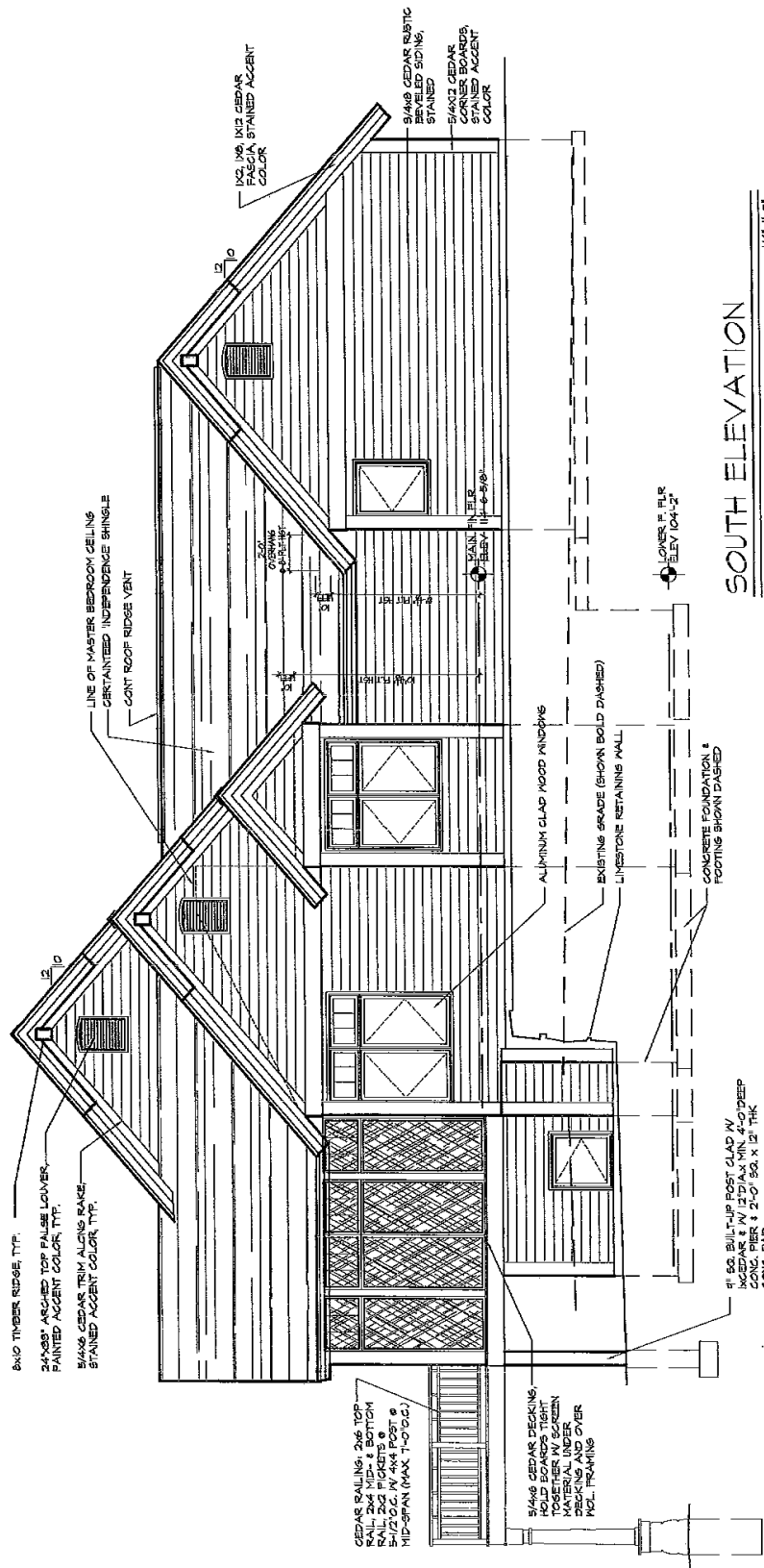
- a. Existing lot elevations. (Topo)
- b. Building and golf course setback lines.
- c. Location of all proposed structures, including any future garage or outbuilding as determined by the Supplemental Declarations.
- d. Measurements from the closest numbered structure corner (must correspond with the numbered stake at the site) to the closest lot line stake adjacent to the structure location and elevation of adjoining road.
- e. Location and elevation of adjoining road.
- f. Location of driveways, parking areas, walks, patios, decks, fuel tanks, and fences.
- g. Proposed finished grades at the corners of all proposed structures.
- h. Proposed finished grades for the lot.
- i. Identify significant sized trees (4" or larger in diameter) that will need to be removed
- j. outside of house footprint.

Submit a stamped and signed copy of the septic system design as prepared by a registered professional engineer or by a licensed septic installer and also complete with the stamp and approval of the Jo Daviess County Health Department. Keep in mind the fact that there are many factors that should be considered in the total design concept such as the size of the house, soil reports (required on all lots), type of system required, tree removal necessary to accommodate a sand filter system, and size of the property. Verification in the early stages of the design of the septic system on many of the small lots, and where poor soil conditions are often found, should determine the size of the home. Septic design site plans must include all topo contour lines with the grade elevations clearly shown, the proposed home and other structure indicated, and an accurate indication of any trees that may have to be removed because of the septic system design.

As part of the architectural drawings, include a complete site plan with the proposed structures clearly shown. All existing topo grade lines shall be shown, as well as all changes of grade. The intent is to indicate the proposed structures to fit the natural slopes of the property to achieve the organic architectural setting so well described in the guidelines.

The design process should include a very serious attempt to fit the house to suit the property size and its natural setting. A good rule of thumb is to allow at least a side yard setback of 25% on each side based on the width of the lot at the placing of the house away from the front. For example, if the front facade of the house is set back 65' – 0" from the front property line, and the width of the lot at that point is 150'-0", then try not to have less than 37'-6" side lot set-backs on each side of the home. In this example the house width would be 75' – 0". It may require the designer to have a more interesting and creative floor plan of the home and some level changes to accommodate the slope of the property and/or the saving of some of the larger trees. The ten-foot utility easements that exist on all lots should not be an invitation to build up to this easement line as though it were a building set-back line.

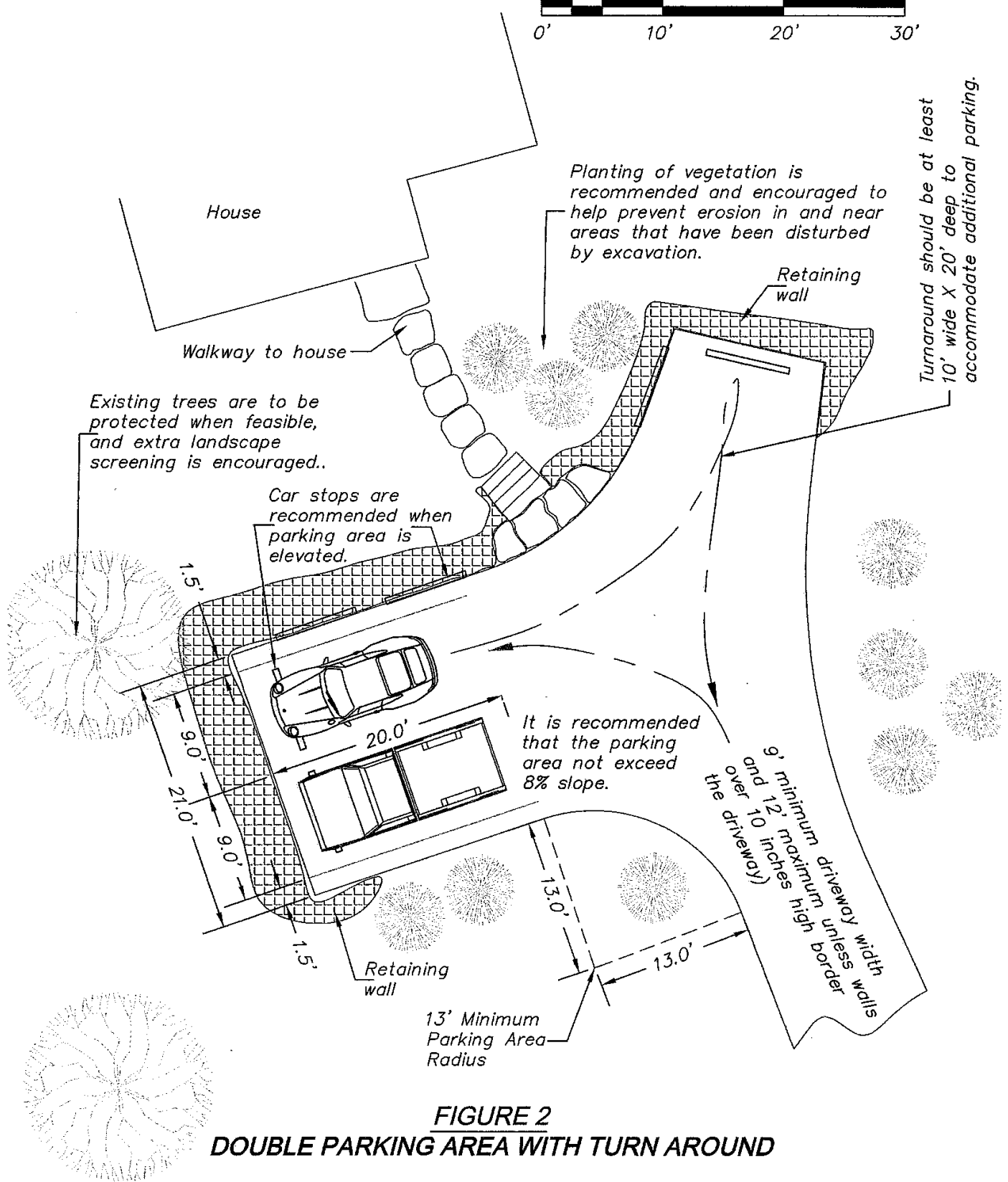
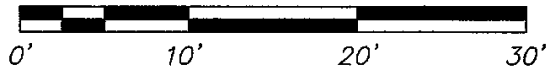
The introduction of a well landscaped design should in all cases be considered regardless of whether it is required or not. The indication of landscape materials on the drawings should be drawn to scale at the full mature size of the planting. Drawing the tree or planting to scale will prevent the item from crowding the building, and causing shape-less growth. Architectural Graphic Standards has an excellent section of proper planting and landscape methods as do many other books on the subject.



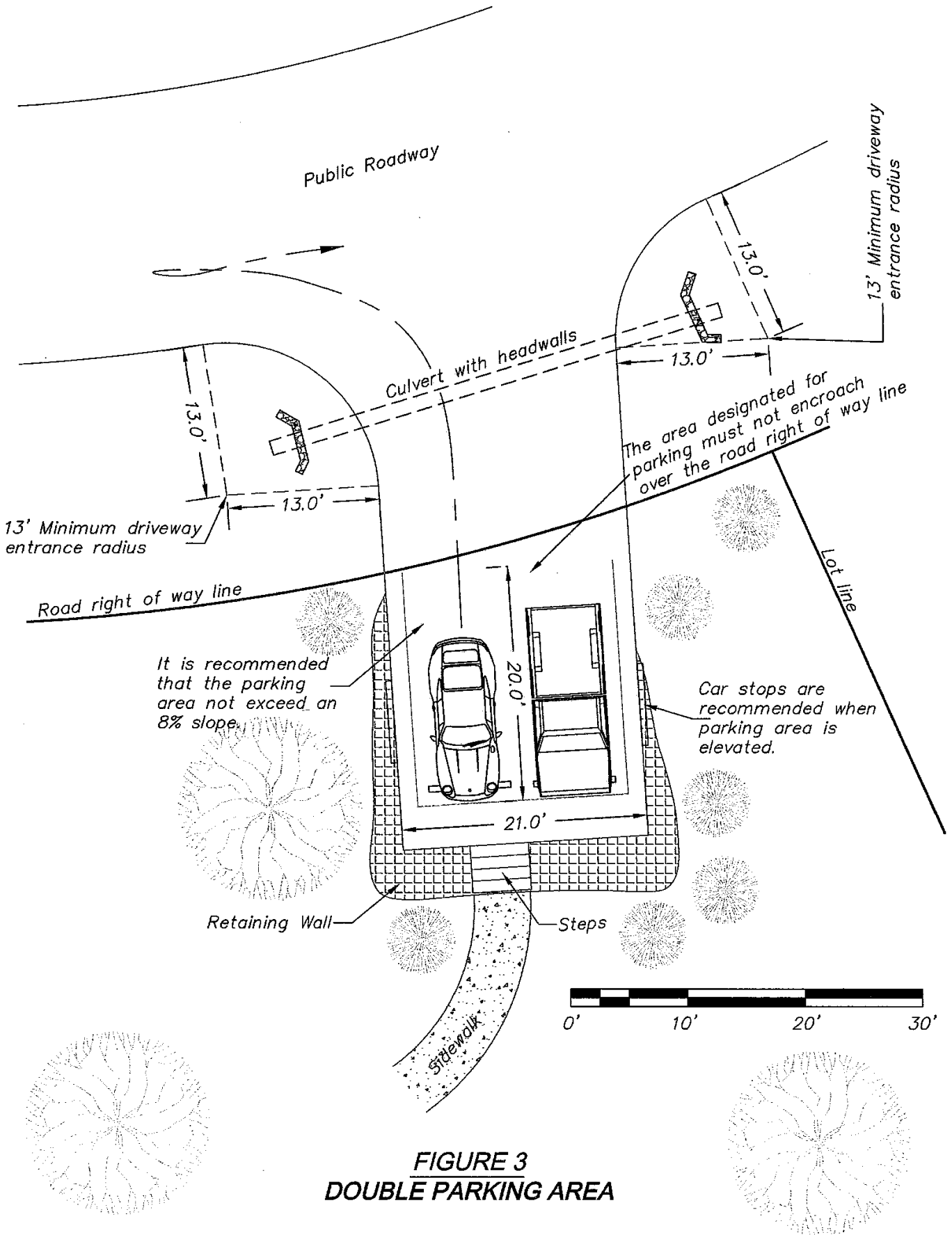
**SOUTH ELEVATION**

1/4"=1'-0"

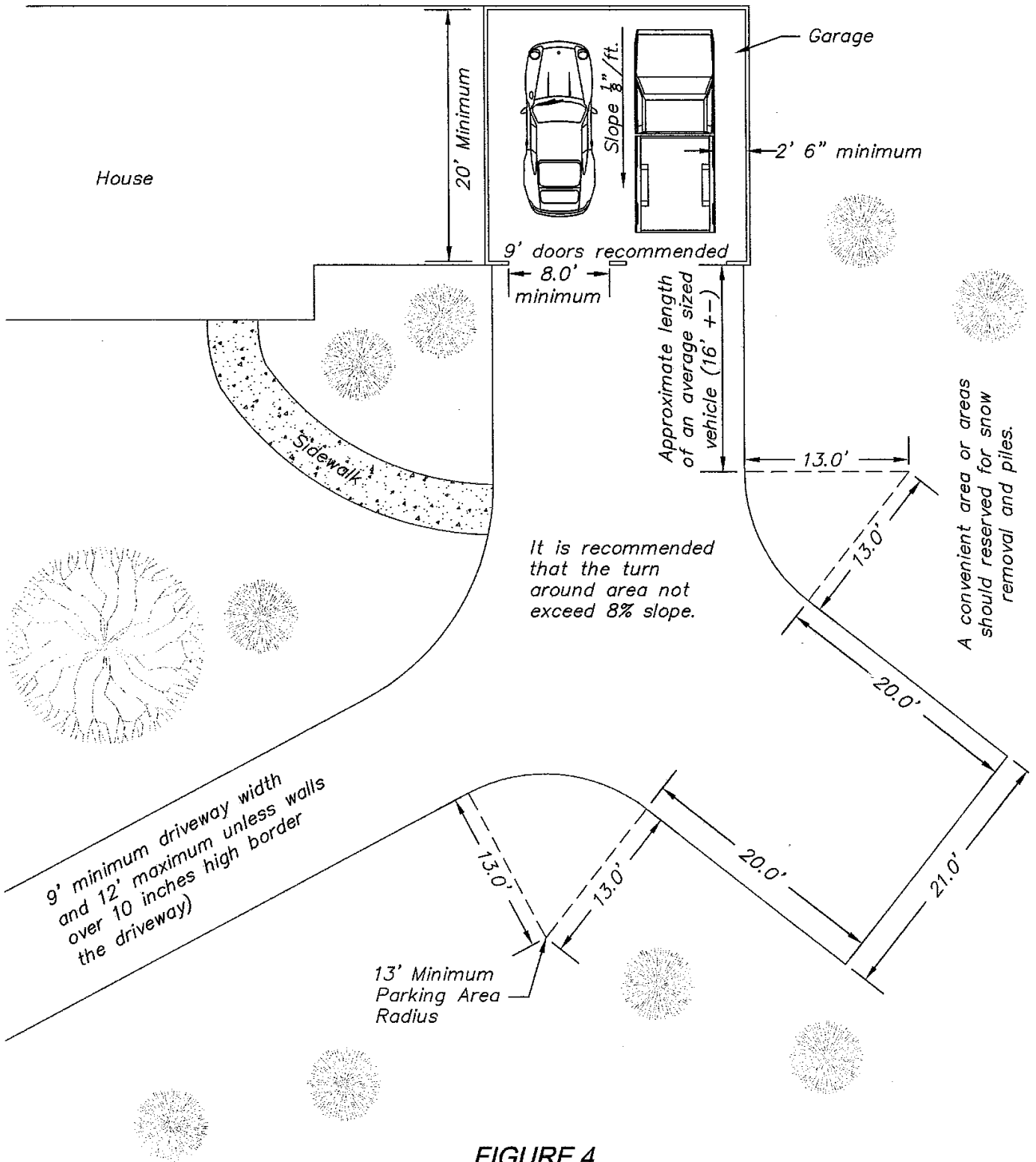
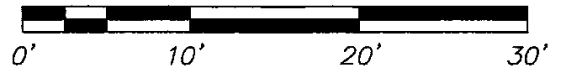




**FIGURE 2**  
**DOUBLE PARKING AREA WITH TURN AROUND**

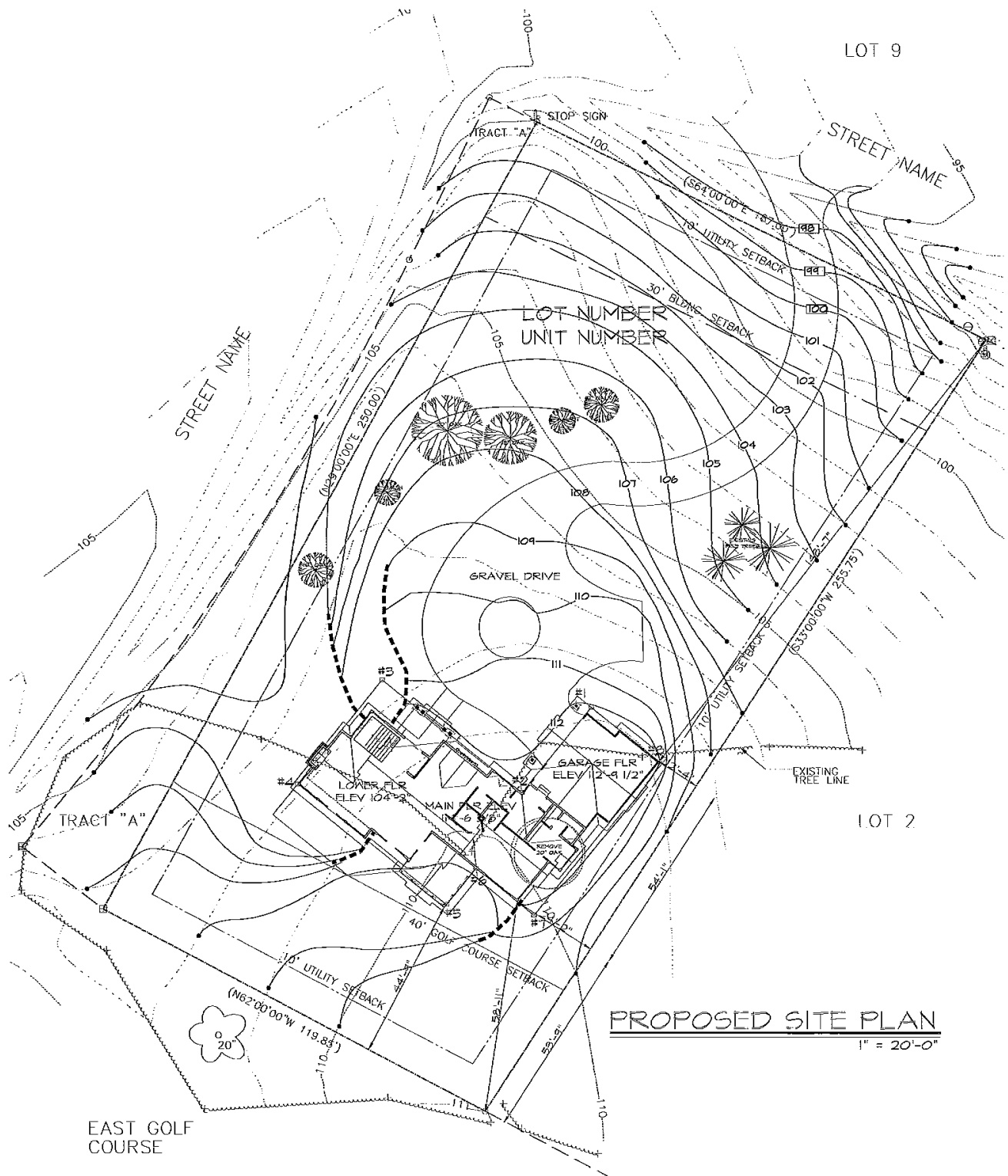


Note: There must be at least 2' 6" of space between cars and interior side walls of garage



**FIGURE 4**  
**TWO CAR GARAGE WITH A DOUBLE TURNAROUND**







THE GALENA TERRITORY  
ASSOCIATION, INC.®

**Open House Directional Sign Order Form**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Territory Address: \_\_\_\_\_

Unit & Lot Number: \_\_\_\_\_

**GREENSPACE INTERSECTION WHERE SIGN WILL BE PLACED: (See Map)**  
**(Sign must be placed at least 26 ft. away from any road edge)**

The sign will be displayed in accordance to the ARC "Open House and Directional Signs" policy as follows: "Open House signs are allowed beginning at noon on Fridays, through Sunday evening at dusk, and on the following holidays from dawn to dusk: New Year's Day (Jan. 1), Christmas Eve (Dec. 24), Christmas Day (Dec. 25), Easter, Memorial Day (Last Monday in May), Fourth of July (July 4th), Labor Day (first Monday in September), and Thanksgiving (Fourth Thursday in Nov.) The property owner is responsible for installing and removing the sign within these hours.

Date: \_\_\_\_\_

Person Placing Order: \_\_\_\_\_

(signature)

-----  
(FOR OFFICE USE ONLY)

\$40 Sign Fee Paid: Yes or No (Check #: \_\_\_\_\_ Cash: \_\_\_\_\_)

Sign returned in good condition: Yes or No Sign #: \_\_\_\_\_

\$25 Deposit Returned on: \_\_\_\_\_



**TREE CUTTING & PRUNING POLICY FOR SINGLE FAMILY HOMES/LOTS**

Existing Trees:

1. On any lot, the removal of trees larger than 4 inches in diameter (as measured by nursery caliper), requires the approval of the GTA Natural Resources Coordinator.
2. On any lot, the pruning of trees larger than 4 inches in diameter is limited to the following:
  - a. Limbs may be pruned to eliminate undesirable branches consistent with established practice for the individual species.
  - b. Complete removal of branches from ground level cannot exceed 8 feet in height.
  - c. Dead limbs may be removed.
3. Unapproved tree removal is subject to substantial fines and mandatory replacement at a location to be determined by the Natural Resources Coordinator. See current policy for complete details.

---

**Tree Cutting/Pruning Application:**

Name : \_\_\_\_\_

Unit & Lot Number: \_\_\_\_\_ Territory Address: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Galena Phone: \_\_\_\_\_

**Description and location of tree(s) to be cut/pruned:**

By submitting this application for approval of the Natural Resources Coordinator, and by my signature below, I hereby agree and authorize The Galena Territory Association, Inc., its employees, duly authorized agents and hired contractors to come onto the Lot owned by me which is identified on this application at such times as they deem reasonably necessary and appropriate for the purposes of performing inspections during the course of the work performed for the project identified on this application, for performing inspections after such work is completed and for as long as such work remains on my Lot to verify that such work is and remains in a good condition, and for purposes of enforcing the rights and powers granted to The Galena Territory Association, Inc. in the General Declaration of Covenants and Restrictions, the Bylaws, and any rules and regulations related to or concerning all matters covered by this application. I agree that this authorization shall be permanent and irrevocable for the duration of my ownership of the Lot owned by me which is identified on this application. I further acknowledge and understand that my granting of this authorization is one of the conditions that must be met before the Natural Resources Coordinator will consider, and potentially approve, my application and that my failure to agree to grant this authorization will result in a denial of my application.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Reviewed and Approved by \_\_\_\_\_ Date: \_\_\_\_\_

## OBJECTIVES

Considerable effort has been spent on careful land planning, conservation and the enhancement of the natural environment at The Galena Territory. Landscaping must be adequate to properly complement the home and site, as well as the surrounding properties. Landscaping is used to frame or soften the views of the home, to screen unsightly areas, provide privacy, and to add interest to the home's elevations where needed. Suitable landscaping for the new home site is an essential part of this effort to create a quality development sensitive to its existing surroundings. Therefore, the ARC requires that a landscape plan be submitted for review and approval. Landscaping, in accordance with the approved landscape plan, will be part of the final building inspection. The portions of the lot that have been disturbed by clearing and grading must be seeded or restored to their natural condition. The landscaping plans will be reviewed with two major concerns in mind:

- a. Basic planting requirements include the following:
  1. Softening of foundation walls, panels and decks.
  2. Screening of all heating, ventilating and air conditioning equipment and LP tanks if not buried.
  3. Screening of guest parking spaces from the street and adjacent lots.
  4. Buffering between adjacent houses.
  5. All plants must meet the minimum size requirements as follows:
    - Groundcovers — 1 Gallon
    - Small to medium shrubs - 3 Gallon
    - Large or accent shrubs— 7 Gallon
    - Small Tree - 15 Gallon
    - Large Tree - 25 Gallon
  
- b. Landscaping must be harmonious with the natural environment of The Galena Territory. Suggested materials and their configurations must be suitable to local climate and wildlife conditions. While it is difficult to recreate the natural landscape, new planting should provide continuity with the existing vegetation and be indigenous with the area.

The use of native plants in flowerbeds, meadows, or prairie plantings provides attractive landscaping and benefits to the homeowner and the environment. After several years of watering and weeding to become established, these plants require very little care.

Mowing or burning every few years is usually the only maintenance needed. They require no chemicals, watering, or pruning. They provide habitat for wildlife - food and cover. They hold the soil with deep roots, and they provide beauty and interest in the yard all year.

Submittals that ignore the above two major concerns, as well as those concerns listed below will not be approved:

1. Unwarranted removal of existing trees.
2. Property lines outlined by clipped hedges.
3. With the exception of the Midpoint section, the use of highly sheared topiary or stylized plants.
4. Extensive use of plants with forms or colors not native to the area.
5. Earth fill that threatens existing trees.
6. Large, unplanted natural areas.



File #: _____
Change #: _____
GTA Action: _____
Date: _____
Initials: _____

**BUILDING APPLICATION FOR ARCHITECTURAL REVIEW COMMITTEE APPROVAL**

Name	Address	Telephone
OWNER: _____	_____	_____
CONTRACTOR: _____	_____	_____
ARCHITECT: _____	_____	_____
TERRITORY ADDRESS: _____	<b>UNIT &amp; LOT</b>	_____

**THIS APPLICATION IS FOR APPROVAL OF:**

*(See the attached fee schedule for required fees, all checks must be made out to The Galena Territory Association, Inc.)*

- 1. PRELIMINARY CONCEPTUAL DESIGN
- 2. NEW CONSTRUCTION
- 3. ADDITION OR EXTERIOR ALTERATION
- 4. SATELLITE DISH

- |  |                                       |   |                                 |
|--|---------------------------------------|---|---------------------------------|
| <input type="checkbox"/> CUSTOM HOME   | <input type="checkbox"/> MODULAR HOME | <input type="checkbox"/> PANELIZED HOME | <input type="checkbox"/> GARAGE |
| <input type="checkbox"/> STABLE/CORRAL | <input type="checkbox"/> DECK         | <input type="checkbox"/> SCREENED PORCH | <input type="checkbox"/> ROOMS  |
| <input type="checkbox"/> SHED          | <input type="checkbox"/> OTHER: _____ |   |                                 |

This application is for enclosing or alterations on: (No Building Service Fee required for the following)

- LP Tank & Screening       Interior changes

**INTENDED USE:**     RESIDENTIAL       TRANSIENT RENTAL       OTHER \_\_\_\_\_

We, the undersigned, confirm that we are the owners of the above-designated lot in the Galena Territory. We apply herewith for permission to construct the building or building improvement ("improvement" means any work such as a garage, outbuilding or exterior modification which is defined as only those items which change the exterior physical structure of the house, not to include renovation of deteriorating roofing, siding, decking, windows, modifications to the interior which would add 1 or more bedrooms and change usage of existing rooms to bedrooms or any items that require normal maintenance or repair) on said lot, in accordance with the plans which are submitted in triplicate herewith.

We understand that the Architectural Review Committee (ARC) will consider the plans and approve or disapprove them according to the authority given to them by the **GENERAL DECLARATION OF COVENANTS & RESTRICTIONS, ARTICLE IV**. In return for the consideration and attention to be given by ARC, and as an inducement for its favorable action, we hereby undertake, covenant and agree with ARC and The Galena Territory Association, as follows:

We acknowledge and agree that ARC needs reasonable time to consider our present request, and that action on it may not be taken for thirty days after this submission (although it may be taken earlier)

1. We agree that the proposed building or improvement will be located and constructed with exterior shape, appearance and color strictly in conformity with the submitted plans which were approved. We acknowledge that ARC shall have the power to halt our construction work if the work does not conform to such plans, until the non-conformity is corrected. Moreover, we agree to reconstruct any non-conforming construction which by error of any kind and for any reason is created by us or our agents (i.e., building contractor), and to replace it with conforming construction.
2. We further agree that if we wish to make last minute design changes as construction is progressing, we will not build in such changes until revised plans have been submitted to the committee. "Changes" as used in this Paragraph refer to (I) the location of the building or improvement relative to the lot lines, (II) the external size, shape or appearance of the building, (III) the external materials and colors, and (IV) final grading of land, (V) the final grading of land and location of other improvements, and (VI) modifications to the interior which changes the usage of the rooms as outlined above.
3. We agree that all exterior construction and decorating work, and all rough grading of the land or landscaping, where required, shall be completed within 12 months of new home construction. We further agree to complete seeding and landscaping at the earliest practical time after the exterior of the building is finished but within the 12-month construction period of new home construction. Additions garages and any exterior alteration must be done within the 6-month construction period.
4. We hereby agree to the condition hereof that our general contractor and architect, named below, shall sign this application jointly with us to signify their agreement to comply with all Architectural Guidelines and Review Procedures, as stated in booklet form on Exhibit A attached hereto and by reference made a part hereof, and all approvals, disapprovals and directives of the Architectural Review Committee of The Galena Territory Association, Inc. No permit will be issued without my signature as owner and without the signatures hereon, I agree as owner and my general contractor and architect agree to cease construction work on this project, immediately, if so ordered by the Architectural Review Committee.

**ITEMS TO BE SUBMITTED:** (All items **MUST** be submitted 16 days prior to review and lot staking in place at least 5 days prior to meeting.) **Note: A \$75.00 additional fee will be charged if the Committee needs to make a return unscheduled stake out inspection.** (Fees payable to: The Galena Territory Association except as noted.)

	<b>Enclosed</b>	<b>Does Not Apply</b>
Signed Orientation Document.....	<input type="checkbox"/>	<input type="checkbox"/>
Building Plans – 3 sets .....	<input type="checkbox"/>	<input type="checkbox"/>
Approved Septic Plans – 3 sets..... (Copy of County Approved Septic Permit)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – 3 sets .....	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Landscaping Plan – 3 sets.....	<input type="checkbox"/>	<input type="checkbox"/>
New Construction/Additions or Exterior Alterations Application Fee .....	<input type="checkbox"/>	<input type="checkbox"/>
Construction Compliance Fee .....	<input type="checkbox"/>	<input type="checkbox"/>
Application for Sewer Tap and \$750.00 fee..... (Payable To Utilities, Inc.)	<input type="checkbox"/>	<input type="checkbox"/>
Scales Mound Fire Protection District Approval..... (If required)	<input type="checkbox"/>	<input type="checkbox"/>

If fuel source is LP Gas, tank is to be:

- Buried       Screened (Screening must be shown on plans)

**COUNTY BUILDING PERMIT IS REQUIRED PRIOR TO THE ISSUING OF THE G.T.A. BUILDING PERMIT.**

**EXTERIOR MATERIALS/COLORS:**

	<b>Manufacturer or Type</b>	<b>Color - Brand/ #</b>
Roofing	_____	_____
Exterior Walls (Siding)	_____	_____
Garage Door	_____	_____
Trim (includes soffits and fascia)	_____	_____
Front Door	_____	_____
Other Entry Doors	_____	_____
Windows	_____	_____
Stone	_____	_____
Other	_____	_____

**Dispute Resolution and Grievance Procedure**

Any controversy or claim arising out of or relating to this "Building Application for Architectural Review Committee Approval", the Architectural Review Committee process for examining and approving or disapproving it, or the application of the Architectural Guidelines and Review Procedures of the Galena Territory Association, Inc., shall be resolved pursuant to the Dispute Resolution and Grievance Procedure contained in Rule R of the Rules and Regulations of the Galena Territory Association, Inc.

By submitting this application for approval of the Architectural Review Committee, and by my signature below, I hereby agree and authorize The Galena Territory Association, Inc., its employees, duly authorized agents and hired contractors to come onto the Lot owned by me which is identified on this application at such times as they deem reasonably necessary and appropriate for the purposes of performing inspections during the course of the work performed for the project identified on this application, for performing inspections after such work is completed and for as long as such work remains on my Lot to verify that such work is and remains in a good condition, and for purposes of enforcing the rights and powers granted to The Galena Territory Association, Inc. in the General Declaration of Covenants and Restrictions, the Bylaws, and any rules and regulations related to or concerning all matters covered by this application. I agree that this authorization shall be permanent and irrevocable for the duration of my ownership of the Lot owned by me which is identified on this application. I further acknowledge and understand that my granting of this authorization is one of the conditions that must be met before the Architectural Review Committee will consider, and potentially approve, my application and that my failure to agree to grant this authorization will result in a denial of my application.

DATE OF APPLICATION \_\_\_\_\_

1. \_\_\_\_\_  
(Owner)

**APPLICATION MUST BE SIGNED BY OWNER,  
GENERAL CONTRACTOR/BUILDER,  
ARCHITECT/DESIGNER.**

2. \_\_\_\_\_  
(Contractor)

3. \_\_\_\_\_  
(Architect/Designer)

**(No Photocopied Signatures Will Be Accepted)**

5. 2000 Territory Drive \* Galena, IL 61036 \* (815)777-2000 \* FAX (815)777-9194 \* e-mail: [archreview@thegalenaterritory.com](mailto:archreview@thegalenaterritory.com)



## ARCHITECTURAL REVIEW COMMITTEE FEE SCHEDULE

<b>Conceptual / Preliminary Application</b>	<b>N/C</b>
House plan review	
Site Visit	

<b>New Home Construction Fee</b>	<b>\$1,750</b>
Flat fee of \$1,750 for a home up to 2000 sq. ft	
Additional .58 for each sq. ft. above 2001-4000 sq. ft	
Additional .75 for each sq. ft above 4001 sq. ft	

Fee covers 12-month construction time period. Extensions past 12 months require application and \$175 per month fee for up to 12 additional months. After 24 months, homes not finished will be subject to a GTA fine of \$200 per day until said completion.

<b>Additions / Attached Exterior Alterations Fee</b>	<b>\$290</b>
Fee covers up to 500 sq. ft. including garages additional	
.58 for each sq. ft. above 500 sq. ft.	

Fee covers 6-month construction time period. If addition/ attached exterior alteration not completed by end of 6-month time period, a 3-month extension application is required with a fee of \$175 per month for month of the extension needed. After 9 months, a fine of \$200 per day is levied until said completion.

<b>Construction Compliance Fee Deposit</b>	
New Home	<b>\$2,000</b>
Additions / Attached Exterior Alteration (above 500 sq. ft.)	<b>\$1,000</b>

Fee is payable by property owner and fully refundable upon completion of building project if no fines or unpaid extension fees are due the GTA. If fines have been levied during the building project, the property owner will be responsible for replenishing the balance to the posted amount within 2 weeks of notification.

<b>Miscellaneous Projects</b>	
Decks, patios, porches, pools, spas, retaining walls, grade changes, fences and sheds 100 sq. ft. or less (contact ARC office for complete list)	<b>\$125</b>

<b>Architectural Changes Without Structural Square Footage Impact</b>	
All exterior architectural changes that do not affect the square feet of the structure.	<b>\$50</b>
Examples: window additions, deck material, deck railings	



Examples of actions done without ARC prior review and approval that will trigger a fine / levy to be deducted from the deposited compliance fees.

This list is not all inclusive:

- Window or door change – style / color
- Roof change – pitch / shingle style / color
- Deck changes or additions
- Awnings
- Patios
- Fire pits
- Siding material and/or color change
- Building, addition elevation change
- Change of building location on lot
- Driveway or parking change
- Unkept work site and/or blowing trash
- Tree abuse, endangerment of trees marked to be saved
- Greenspace damage, encroachment
- Encroachment onto neighboring lots without written permission
- Unapproved septic installation
- Lot grading changes
- Addition of unapproved exterior lighting
- Outdoor spas or hot tubs
- Recreational equipment such as play houses, trampolines, basketball hoops

The goal of ARC is not to extract fines on any Galena Territory building project. The goal is to ensure all plans are followed and all changes are ARC approved. This is to ensure that all homes built are a compliment to the Galena Territory, the specific neighborhood and adds value to the Galena Territory as a whole.

**Please note that any future interior changes such as additions of bedrooms, bathrooms must be reviewed by ARC and possibly the Jo Daviess County Health Department.**

**Please note that any future additions or changes outside the home such as swing sets, satellite dishes, fences, recreation equipment, retaining walls, fire pits must be approved by ARC staff prior to installation. Failure to do so will cause a GTA fine to be levied as outline under Article IX Architectural Review Process in the Architectural Guidelines and Review Procedures and could require corrective action as indicated by ARC staff to meet ARC written standards.**

Revised: 10/20/2023  
BOD Approved: 11/4/2023  
Effective: 1/1/2024

# ARCHITECTURAL REVIEW BUILDING PLAN CHECKLIST

FILE #: \_\_\_\_\_ UNIT/LOT #: \_\_\_\_\_

	<u>APPROVED</u>	<u>MODIFICATION REQUIRED</u>
1) Location on lot	_____	_____
2) Location driveway/parking area	_____	_____
3) Location of garage/future garage	_____	_____
4) L.P. tank location, screened or buried	_____	_____
5) Landscaping plan	_____	_____
6) Total square footage of living space	_____	_____
Supplemental Dec. Max. Square footage _____	_____	_____
7) Septic plans agree with # of bedrooms	_____	_____
8) Roof pitches	_____	_____
9) Exterior lighting	_____	_____
10) Exterior Colors – Do they match approved colors	_____	_____
11) Does garage door match siding color	_____	_____
12) Existing & final grades	_____	_____
13) Retaining wall materials & location	_____	_____
14) Exterior stone	_____	_____
15) General appearance of house or structure	_____	_____
16) Number of structures on lot	_____	_____

NOTES FROM MEETING:

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File #: _____
Unit & Lot #: _____
GTA Action: _____
Date: _____
Initials: _____

**ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION FOR ARCHITECTURAL CHANGE**

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

UNIT & LOT NUMBER: \_\_\_\_\_ TERRITORY ADDRESS: \_\_\_\_\_

**THIS APPLICATION IS FOR ARCHITECTURAL CHANGE APPROVAL OF:**

\_\_\_\_\_ HOUSE \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER: \_\_\_\_\_

Description of change: \_\_\_\_\_

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Dispute Resolution and Grievance Procedure

Any controversy or claim arising out of or relating to this "Application for Architectural Change", the Architectural Review Committee process for examining and approving or disapproving it, or the application of the Architectural Guidelines and Review Procedures of the Galena Territory Association, Inc., shall be resolved pursuant to the Dispute Resolution and Grievance Procedure contained in rule R of the rules and Regulations of the Galena Territory Association, Inc.

By submitting this application for approval of the Architectural Review Committee, and by my signature below, I hereby agree and authorize The Galena Territory Association, Inc., its employees, duly authorized agents and hired contractors to come onto the Lot owned by me which is identified on this application at such times as they deem reasonably necessary and appropriate for the purposes of performing inspections during the course of the work performed for the project identified on this application, for performing inspections after such work is completed and for as long as such work remains on my Lot to verify that such work is and remains in a good condition, and for purposes of enforcing the rights and powers granted to The Galena Territory Association, Inc. in the General Declaration of Covenants and Restrictions, the Bylaws, and any rules and regulations related to or concerning all matters covered by this application. I agree that this authorization shall be permanent and irrevocable for the duration of my ownership of the Lot owned by me which is identified on this application. I further acknowledge and understand that my granting of this authorization is one of the conditions that must be met before the Architectural Review Committee will consider, and potentially approve, my application and that my failure to agree to grant this authorization will result in a denial of my application.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE \_\_\_\_\_



**THE GALENA TERRITORY  
ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW COMMITTEE**

**APPLICATION FOR COLOR CHANGE**

File #: _____
Unit & Lot #: _____
GTA Action: _____
Date: _____
Initials: _____

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

UNIT & LOT NUMBER: \_\_\_\_\_ TERRITORY ADDRESS: \_\_\_\_\_

**THIS APPLICATION IS FOR ARCHITECTURAL CHANGE APPROVAL OF:**

\_\_\_\_\_ HOUSE \_\_\_\_\_ GARAGE \_\_\_\_\_ OTHER: \_\_\_\_\_

**PRESENT COLORS  
ON HOUSE OR AS SUBMITTED**

**PROPOSED COLORS  
BRAND & COLOR**

**ROOFING** (Shingles) \_\_\_\_\_

**EXTERIOR SIDING** \_\_\_\_\_

**GARAGE DOOR** \_\_\_\_\_

**TRIM:** (Facia & Face Boards) \_\_\_\_\_

**FRONT DOOR** \_\_\_\_\_

**OTHER ENTRY DOORS** \_\_\_\_\_

**WINDOW COLOR** \_\_\_\_\_

**OTHER** (i.e. shutters) \_\_\_\_\_

**Dispute Resolution and Grievance Procedure**

Any controversy or claim arising out of or relating to this "Color Change Application", the Architectural Review Committee process for examining and approving or disapproving it, or the application of the Architectural Guidelines and Review Procedures of The Galena Territory, Inc., shall be resolved pursuant to the Dispute Resolution and Grievance Procedure contained in Rule R of the rules and Regulations of the Galena Territory Association, Inc.

By submitting this application for approval of the Architectural Review Committee, and by my signature below, I hereby agree and authorize The Galena Territory Association, Inc., its employees, duly authorized agents and hired contractors to come onto the Lot owned by me which is identified on this application at such times as they deem reasonably necessary and appropriate for the purposes of performing inspections during the course of the work performed for the project identified on this application, for performing inspections after such work is completed and for as long as such work remains on my Lot to verify that such work is and remains in a good condition, and for purposes of enforcing the rights and powers granted to The Galena Territory Association, Inc. in the General Declaration of Covenants and Restrictions, the Bylaws, and any rules and regulations related to or concerning all matters covered by this application. I agree that this authorization shall be permanent and irrevocable for the duration of my ownership of the Lot owned by me which is identified on this application. I further acknowledge and understand that my granting of this authorization is one of the conditions that must be met before the Architectural Review Committee will consider, and potentially approve, my application and that my failure to agree to grant this authorization will result in a denial of my application.

DATE : \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

## Reference Information for the Native Plant Community Restoration Guidelines

### Definitions

- **Invasive Plant:** Non-indigenous species or strains that become established in natural plant communities and wild areas, replacing native vegetation
  - An invasive plant has the ability to thrive and spread aggressively outside its natural range. A naturally aggressive plant may be especially invasive when introduced into a new habitat. An invasive species that colonizes a new area may gain an ecological edge since the insects, diseases, and foraging animals that naturally keep its growth in check in its native range are not present in a new habitat
- **Weeds:** a plant out of place, not intentionally sown, whose undesirable qualities outweigh its good points
- **Native Plant:** A plant that arrived, established, and survived in a location without direct or indirect human assistance. Generally, these species were found growing in a locale prior to European settlement
  - A short paper, "What is a native plant?" can be found at the Federal Highway Administration website: <http://www.fhwa.dot.gov/environment/rdsduse/rdsduse5.htm>
- **Prairie:** An open community dominated by grass and having less than one tree per acre (John T. Curtis, 1959). A fire-maintained natural community dominated by grasses and with few or no trees (Stephen Packard, 1997)
- **Savanna:** A fire-maintained natural community dominated by grasses or sedges but with scattered, fire-tolerant species of trees
- **Woodland:** An area covered with a low density of trees, forming an open canopy that allows sunlight to reach the under-story vegetation, which includes shrubs, forbs, and grasses
- **Forest:** An area covered with a high density of trees and canopy cover that filters sunlight from reaching the under-story vegetation and limits the growth

### Invasive Plant Species of Northwest Illinois:

#### Woody Species

- Box Elder (*Acer negundo*)
- Japanese Barberry (*Berberis thunbergii*)
- Oriental Bittersweet (*Celastrus orbiculatus*)
- Autumn Olive (*Elaeagnus umbellata*)
- Burning Bush (*Euonymus alatus*)
- Honeysuckle (*Lonicera spp.*) [There are two species of native Honeysuckle vine: Red Honeysuckle (*L. dioica*) and Yellow Honeysuckle (*L. prolifera*)]
- White Mulberry (*Morus alba*)
- Common Buckthorn (*Rhamnus cathartica*)
- Black Locust (*Robinia pseudoacacia*)
- Multiflora Rose (*Rosa multiflora*)

#### Grass Species

- Brome Grass (*Bromus spp.*) [There are four species of native Bromus: Fringed Bromw (*B. ciliata*), Prairie Brome (*B. Kalmii*), Ear-leaved Brome (*B. latiglumis*), and Woodland Brome (*B. pubescens*)]
- Cattail (*Typha latifolia* and *T. angustifolia*)
- Reed Canary Grass (*Phalaris arundinacea*)
- Common Reed (*Phragmites australis*)

#### Forb Species

- Garlic Mustard (*Alliaria petiolata*)
- Ragweed (*Ambrosia species*)
- Wild Chervil (*Anthriscus sylvestris*)
- Burdock (*Arctium minus*)
- Crown Vetch (*Coronilla varia*)
- Queen Anne's Lace (*Daucus carota*)
- Teasel (*Dipsacus spp.*)
- Musk Thistle (*Carduus nutans*)
- Spotted knapweed (*Centaurea maculosa*)

- Canada Thistle (*Cirsium arvensis*)
- Bull Thistle (*Cirsium vulgare*)
- Japanese Knotweed (*Fallopia japonica*)
- Dames Rocket (*Hesperis matronalis*)
- Birdsfoot Trefoil (*Lotus corniculatus*)
- Purple Loosestrife (*Lythrum salicaria*)
- White Sweet Clover (*Melilotus alba*)
- Yellow Sweet Clover (*Melilotus officianalis*)
- Wild Parsnip (*Pastinaca sativa*)
- Curly Dock (*Rumex crispus*)
- Canada Goldenrod (*Solidago canadensis*)
- Red Clover (*Trifolium pratense*)

### **Illinois Noxious Weed Law (505 ILCS 100/)**

This law is intended to control weeds that are a problem to agriculture, and enforcement of the law is assigned to the Illinois Department of Agriculture. The list of noxious weeds is determined by the Director of the Department of Agriculture, the Dean of the College of Agriculture of the University of Illinois, and the Director of the Agricultural Experiment Station at the University of Illinois.

Every person is responsible for controlling the spread of and eradicating noxious weeds on land owned or controlled by him. County boards are defined as the “control authorities” for weed control, operating under rules established by the Department of Agriculture. The control authority can issue notices for such control in order to require compliance.

Designated noxious weeds:

- Common Ragweed (*Ambrosia artemisiifolia*) (within corporate limits of cities, villages, and incorporated towns)
- Giant Ragweed (*Ambrosia trifida*) (within corporate limits of cities, villages, and incorporated towns)
- Marijuana (*Cannabis sativa*)
- Musk Thistle (*Carduus nutans*)
- Canada Thistle (*Cirsium arvensis*)
- Kudzu (*Pueraria lobata*)
- Perennial Sow Thistle (*Sonchus arvensis*)
- Perennial members of the *Sorghum* genus

### **Illinois Exotic Weed Act (525 ILCS 10)**

This Act tries to avoid spreading non-native, invasive plants that degrade natural plant communities, reduce the value of fish and wildlife habitat, or threaten Illinois endangered or threatened species. The Act prohibits the buying, selling, distributing, or planting of seeds or plants of designated exotic weeds.

Designated exotic weeds:

- Japanese honeysuckle (*Lonicera japonica*)
- Purple loosestrife (*Lythrum salicaria*)
- Kudzu (*Pueraria lobata*)
- Buckthorn species (*Rhamnus cathartica*, *R. frangula*, *R. arguta*, *R. davurica*, *R. japonica*, *R. utilis*)
- Multiflora rose (*Rosa multiflora*)

*Need to complete:*

**Reference Projects**

**Contractors**

**Native Seed & Plant Nurseries**

**Websites**

**Reference Books**