



Send the appropriate form(s) by email to the Town Architect [mike@planshop.biz](mailto:mike@planshop.biz)

Additional paper copies required may be delivered to:

Mike Calvin -11505 Roslyn Road – Fredericksburg, VA 22407

#### Form A - Application for Preliminary Plan Review (new models only)

1. Completed Form A (PDF format)
2. Floor Plans (PDF or JPG format)
3. Elevations (PDF or JPG format)
4. \$75.00 fee (make check payable to “Ladysmith Town Architect”)

#### Form B & C - Application for Construction - Final Plan Review

1. Completed Form B (PDF format)
2. Completed Form C (PDF format)
3. Two (3) paper copies of construction plans as required for county building permit applications. Lot specific comments and redline changes are acceptable and may also be required by the Town Architect. Applicant must also provide an electronic copy of these drawings in (PDF or JPG format). (*Plan submitted for building permits must include the Ladysmith Town Architect stamp*).
4. Two (3) paper copies of site plan (18” x 24”) as required for county building permit applications. Electronic copy of site plan in (PDF format). This is usually available upon request from creator. (*Approved site plans must include the Ladysmith Town Architect stamp*).
5. \$150.00 fee (make check payable to “Ladysmith Town Architect”)

#### Form D - Construction Notification

1. Completed Form D (PDF or FAX format)
2. Contact the Town Architect to meet with job superintendent before construction begins.

#### Form E - Minor Change Application

1. Completed Form D (PDF format)
2. Letter of intent, drawings or site plan (PDF or JPG format)
3. \$50.00 fee (make check payable to “Ladysmith Town Architect”)

#### Form F - Final Inspection Notification

1. Completed Form E (PDF or FAX format)
2. \$75.00 fee (make check payable to “Ladysmith Town Architect”)

Submit to: Ladysmith Town Architect  
Required Fees: \$75.00 per lot.  
Make Check Payable to: "Ladysmith Town Architect"

# Form A

## LADYSMITH VILLAGE

## Application for Preliminary Plan Review

To be completed by the applicant:

**Builder:** \_\_\_\_\_  
Name \_\_\_\_\_ E-Mail address \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
Mailing address \_\_\_\_\_ Section / Lot # \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Street Name \_\_\_\_\_  
\_\_\_\_\_  
Office Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Architect or  
Designer:** \_\_\_\_\_  
Name \_\_\_\_\_ E-Mail address \_\_\_\_\_  
\_\_\_\_\_  
Mailing address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_  
Office Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

To be completed by the Ladysmith Design Review Board:

*Date Reviewed:* \_\_\_\_\_ *Submitted:*  
[ ] Construction Plans  
*Model Name:* \_\_\_\_\_ [ ] Architectural Rendering  
[ ] Floor Plans  
*Elevation:* \_\_\_\_\_ [ ] Elevation

[ ] Approved [ ] Disapproved

*Comments:*

\_\_\_\_\_  
Signature - Ladysmith Town Architect

Submit to: Ladysmith Town Architect  
Required Fees: \$150.00 per lot.  
Make Check Payable to: "Ladysmith Town Architect"

## Form B

### LADYSMITH VILLAGE

### Application for Construction Final Plan Review

To be completed by the applicant:

**Builder:**

Name

E-Mail address

Date:

Mailing address

Section / Lot #

City

State

Zip

Street Name

Office Phone #

Cell Phone #

**Architect or**

**Designer:**

Name

E-Mail address

Mailing address

City

State

Zip

Office Phone #

Cell Phone #

**This completed form and attached letter must be included with your application for  
Caroline County Building Permits.**

To be completed by the Ladysmith Design Review Board.

Date Reviewed: \_\_\_\_\_ Zone: \_\_\_\_\_

*Electronic PDF files required with this application*

Form B

Form C

Site Plan

Construction Plans

Building Type: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Number of Bedrooms per Section 9.2: \_\_\_\_\_

Approved     Disapproved

**See attached letter for comments**

*Paper copies required with this application*

(2) copies of Site Plan

(2) copies of Construction Plans

Signature – Ladysmith Town Architect

Submit with Form B to: Ladysmith Town Architect

**Form C**

<b>LADYSMITH VILLAGE</b>	<b>Construction Specifications</b>
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*To be completed by the applicant:*

**Builder:** \_\_\_\_\_

Name	Date:	
Office number	Mobil number	Section / Lot #
Model Name	Elevation	Street Name

**Foundation:** to comply with Article I, Foundation and Walls

**Type:** *check only one*

- Basement
- Crawl Space
- Concrete Slab

**Frontage:** *(includes side elevations on corner lots, green area or mews corners, alley corners, and corners facing a public sidewalk.) check only one*

- Brick - 1.1 (A)
- Stone - 1.1 (B)

**Sides and Rear:** *check all that apply*

- Brick - 1.1 (A)
- Stone -1.1 (B)
- Poured Concrete *(must be painted)* - 1.1 (C)
- Concrete Block *(must be parged and painted)* - 1.1 (D)

**Walls:** to comply with Article I, Foundation and Walls

**Frontage:** *(includes side elevations on corner lots, green area or mews corners, alley corners, and corners facing a public sidewalk.) check all that apply*

- Vinyl Siding – 1.2 (B) (iii) *check only one*
  - Single lap** - *(Minimum 0.044 gauge, a foam backer is required if any vertical plane exceeds 6 inches, this siding may be used on any lot. **Corner lots must include a foam backer for all sizes of single lap vinyl siding.**)*
  - Double lap** – *(Minimum 0.044 gauge, a foam backer is not required and the vertical plane may not exceed 5 inches, this siding is allowed on interior lots only.)*
  - Beaded lap** – *(Minimum 0.044 gauge, a foam backer is required if any vertical plane exceeds 6 inches, this siding is allowed on interior lots only.)*

**Frontage Walls continued:**

- Brick - 1.2 (B) (i)
- Stone – 1.2 (B) (iv) (*submit sample*)
- Fiber-Cement – 1.2 (B) (ii)
- Wood - 1.2 (B) (v)
- Other \_\_\_\_\_

**Sides and Rear:** (*side elevations facing corner lots, green area or mews corners, alley corners, and corners facing a public sidewalk are considered “Frontage”.*) check all that apply

- Vinyl Siding – 1.2 (B) (iii) check only one
  - Single lap** - (*Minimum 0.044 gauge, a foam backer is required if any vertical plane exceeds 6 inches, this siding may be used on any lot. Corner lots must include a foam backer for all sizes of standard lap vinyl siding.*)
  - Double lap** – (*Minimum 0.048 gauge, a foam backer is required if any vertical plane exceeds 5 inches, this siding is allowed on interior lots only.*)
  - Beaded lap** – (*Minimum 0.048 gauge, a foam backer is required if any vertical plane exceeds 6 inches, this siding is allowed on interior lots only.*)
- Brick - 1.2 (B) (i)
- Stone – 1.2 (B) (iv) (*submit sample*)
- Fiber-Cement – 1.2 (B) (ii)
- Wood - 1.2 (B) (v)
- Other \_\_\_\_\_

**Roofs:** To comply with Article III, Roofs

**Building roofs:** (*minimum pitch 8/12*) – 3.1

- Composition shingles (*Architectural grade black, dark gray or dark brown. prohibited on bay windows at frontages except on interior lots*)
- Metal
- Other \_\_\_\_\_

**Porches:** to comply with Article II, Porches, Stoops and Building Elements

**Frontage:** (*includes side elevations on corner lots, green area or mews corners, alley corners, and corners facing a public sidewalk.*) check all that apply

**Face Material:**

- Brick – 2.1
- Stone – 2.4 (*submit sample*)
- Brick Piers – 2.2 (*must include Azek or equal band board and painted lattice between piers*)
- Stone Piers – 2.2 (*must include Azek or equal band board and painted lattice between piers*)

**Frontage Porches: Continued**

**Surface Material:**

- Paving Brick
- Stone (*flagstone or slate*)
- Concrete – 2.1 (*must include brick rowlock or stone edging*)
- Composite wood (Trex or equal)
- Other \_\_\_\_\_

**Roof:**

- Composition Shingles – 2.3 (*interior lots only*)
- Metal
- Other \_\_\_\_\_

**Columns:**

- 6” turned post – 2.5
- 8” round column – 2.5
- 8” box column
- Other \_\_\_\_\_

**Ceilings:**

- Beaded Vinyl – 2.6 (*drywall is not allowed*)
- Other \_\_\_\_\_

**Rails:** *may be required by code*

- Wood – 2.7
- Metal – 2.7 (*painted white, black, or verde green*)
- Vinyl – 2.7
- Wrought iron - 2.7 (*painted white, black, or verde green*)

**Side and Rear Porches:** (*side elevations facing corner lots, green area or mews corners, alley corners, and corners facing a public sidewalk are considered “Frontage”.*) check only one

**Face Material:**

- Brick
- Stone (*submit sample*)
- Poured Concrete (*must be painted*)
- Brick Piers – 2.1 (*must include painted band board lattice between piers*)
- Stone Piers – 2.2 (*must include painted band board lattice between piers*)
- Wood Post – 2.4 (*must include lattice between posts, not allowed on frontage*)

**Surface Material:**

- Paving Brick
- Stone (flagstone)
- Concrete – 2.1 (*turned down slab is allowed for side and rear porches*)
- Composite wood (Trex or equal)
- Other \_\_\_\_\_

**Roof:**

- Metal – 2.3
- Slate – 2.3
- Cedar Shakes – 2.3
- Composition Shingles – 2.3
- Does not apply

## **Side and Rear Porches: Continued**

### **Columns:**

- 6" turned post – 2.5
- 8" round column – 2.5
- 8" box column – 2.5
- Does not apply

### **Ceiling:**

- Beaded Vinyl – 2.6 (*drywall is not allowed*)
- Does not apply

### **Rails:** *may be required by code*

- Wood – 2.7
- Metal – 2.7 (*painted white, black, or verde green*)
- Vinyl – 2.7
- Wrought iron - 2.7 (*painted white, black, or verde green*)

## **Decks and Patios:**

### **Wood Decks:** - 2.9

- Treated wood (*faces, posts, and rails must be painted or stained and include lattice between supporting posts or columns*)

#### **Walking Surfaces**

- Treated wood
- Composite wood (Trex or equal)
- Does not apply

### **Patios:** - 2.8

- Poured Concrete
- Paving Brick
- Flagstone
- Other \_\_\_\_\_
- Does not apply

## **Fireplaces:** - 12.10 and 2.11

### **Direct Vent Fireplace:** (*prohibited at frontages*) – 2.11

- Foundation included
- Cantilever and supported by decorative brackets
- Siding (*must be the same as wall material and include a hip or gable roof*)
- Brick (*must extend above the roof line*)
- Stone (*must extend above the roof line*)
- Does not apply

### **Masonry Fireplace:** (*prohibited at frontages*) – 2.11

- Brick (*must extend above the roof line*)
- Stone (*must extend above the roof line*)
- Does not apply

*Submit this form & notify:* Ladysmith Town Architect (540) 786-4221

Form D

<b>LADYSMITH VILLAGE</b>	<b>Construction Notification</b>
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*To be completed by the applicant:*

*Builder:* \_\_\_\_\_

_____	_____	_____
Name	E-Mail	Notification Date
_____		
Mailing address		Starting Date
_____	_____	_____
City	State	Zip
		Section / Lot #
_____		_____
Office Telephone #	Cell Phone #	Street Name

*Job Superintendent:* \_\_\_\_\_

Name(s)

\_\_\_\_\_

Cell Phone #

The Contractor / Builder hereby notify the Ladysmith Design Review Board that they plan to begin construction with the approved plans and specifications for the lot referenced above. The Town Architect may request a meeting at the site with the job superintendent to verify the conditions exist as proposed by the approved plans.

Contractor certifies that he is an approved contractor in good standing with the developer of Ladysmith, and hereby affirms the representations and agreements made in the Contractor Application on file with the Ladysmith Design Review Board.

Owner and Contractor agree that the Ladysmith Design Review Board or its agent may inspect the construction site at any time and shall have all rights under recorded instruments and the various documents of the Design Approval Process to stop any construction not performed in a safe and workmanlike manner in accordance with the approved plans and specifications. Owner and Contractor recognize and agree that any changes to the approved plans and specifications must be approved in advance by the Ladysmith Design Review Board.

Owner and Contractor recognize and agree that the Ladysmith Design Review Board, the developer of Ladysmith and its agents and employees are concerned primarily with aesthetic considerations and are not liable for any design or construction defects affecting the safety or structural integrity of the home to be constructed on the lot.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Job Superintendent's Signature

Submit to: Ladysmith Town Architect  
Required Fee: \$25.00.  
Make check payable to: "Ladysmith Town Architect"

Form E

**LADYSMITH VILLAGE**

**Minor Change  
Application**

To be completed by the applicant:

*Builder:*

_____	_____	_____
Name	E-Mail	Date:
_____		_____
Mailing address		Section / Lot #
_____	_____	_____
City	State	Zip
_____		_____
Office Telephone #		Cell Phone #

*Architect or*

*Designer:*

_____	_____	
Name	E-Mail Address	
_____		
Mailing address		
_____	_____	_____
City	State	Zip
_____		_____
Office Phone #		Cell Phone #

*Brief Description of Proposed Change:*

\_\_\_\_\_

\_\_\_\_\_

*(Attach letter of intent with more complete description if necessary, along with all drawings, site plan, materials cut sheet or sample as necessary to adequately show change.)*

To be completed by the Ladysmith Design Review Board:

<i>Date Reviewed:</i> _____	<i>Submitted:</i>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Letter of Intent <input type="checkbox"/> Cut Sheet
	<input type="checkbox"/> Drawings <input type="checkbox"/> Sample
	<input type="checkbox"/> Site Plan <input type="checkbox"/> Other: _____

\_\_\_\_\_  
Signature – Ladysmith Town Architect

Submit to: Ladysmith Town Architect  
Required Fees: \$75.00 per lot  
Make Check Payable to: "Ladysmith Town Architect"

Form F

**LADYSMITH VILLAGE**

Final Inspection  
Notification

To be completed by the applicant:

**Builder:** \_\_\_\_\_  
Name \_\_\_\_\_ Date Submitted: \_\_\_\_\_

\_\_\_\_\_   
Model Name and Elevation \_\_\_\_\_ Inspection Date: \_\_\_\_\_

\_\_\_\_\_   
Section / Lot # \_\_\_\_\_ Address \_\_\_\_\_ Street Name \_\_\_\_\_

\_\_\_\_\_   
Office Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email address \_\_\_\_\_

The purpose of this form is to inform the Town Architect that you are seeking an Occupancy Permit from the Caroline County Building Department. Our Inspection is required prior to county inspection for final Occupancy Permits, to assure complete compliance with the Architectural and Landscape requirements of Ladysmith Design Code. We do not inspect the interior of the house, structural elements, or county code compliance. Our final report will be delivered to the builder and Caroline County by fax or email the day after our inspection. If you have previous violations on your monthly compliance report which are more than 60 days old, inspections will be suspended until all items have been corrected. This form must be received prior to the inspection date.

To be completed by the Ladysmith Design Review Board:

*Date Received:* \_\_\_\_\_  Approved  Disapproved

*Inspection Date:* \_\_\_\_\_  Approved with exceptions

\_\_\_\_\_  \$75.00 Fee

Signature – Ladysmith Town Architect: