



July 19, 2026

Dear

For your convenience, I have enclosed a sample letter that you can use as a guide to having your house plans approved for construction. If you do not plan to build the exterior of your home as it is shown on the plans, please mark-up the elevations to show your changes. To expedite your plan review, please be certain that your submittal includes all of the information we will need. We cannot process your plans without receipt of the following items:

- ☐ Application letter/checklist (sample attached)
- ☐ Insurance certificate for your builder
- ☐ Construction impact/plan review fee
- ☐ Site plan, with setbacks
- ☐ House plans, with elevations and heights

You can obtain survey and utility information for your lot by contacting The Town of Erwin.

We are always available to help with your plan review. If you have any questions on the enclosed, or on the plan review process, please let us know.

Very truly yours,

The Architectural Review Board

encl.

The Architectural Review Board
PO Box 14
Painted Post, NY 14870
Attn: Architectural Committee

Re: Plans for Lot #

Gentlemen:

As required by the Declaration of Protective Covenants, Conditions and Restrictions for Aurene (the "CC&Rs"), I have enclosed one set of plans for the proposed residence, together with the following items and information.

1. A site plan or sketch showing the location of the residence on the lot, setbacks distances from the lot-lines, and the location of the walks, decks, terraces, driveway, and utility connections. Existing grades and proposed new grades are clearly shown.
2. A site plan or sketch indicating those areas, if any, to be used for portable toilets, portable offices, storage trailers, and for the collection of trash.
3. A site plan or sketch indicating any necessary erosion controls, plans for repairing the areas disturbed by the construction process, and preliminary landscaping plans.
4. Plans and elevations sufficient to illustrate the appearance of the home to abutters. Unless I have marked-up the plans to show changes, I will construct the exterior of the home as it is shown on the plans.
5. The total square footage of the home, without the basement or the garage, will be about _____ square feet.
6. If I have not submitted color samples or specified all exterior finish colors, I will make selections that comply with the "Approved Colors" described in the CC&Rs.

6. The construction impact/plan review fee payable to The Aurene Residence Advisory Board, LLC in the amount of \$250.00, for a single family home and/or adding square footage to an existing home or \$50.00 for all others, is also enclosed.
7. A Certificate of Insurance naming The Aurene Residence Advisory Board, LLC as an additional insured on the contractor's liability insurance policy is also enclosed. If you plan to build more than one home at Aurene this year, please have your certificate state that it covers all lots at Aurene, and you will not need to give us another certificate.

If you determine that this Submittal is not complete, please indicate in writing what further materials need be submitted for you to proceed with the review process.

I have read the CC&Rs and I am familiar with the Construction Standards. If you have any questions or comments at any time, please contact me as follows:

Owner's Name: _____
" Address: _____
" " _____
" Telephone: _____ Fax: _____
" Email: _____

Builder's Name: _____
" Address: _____
" " _____
" Telephone: _____ Fax: _____
" Email: _____

Very truly yours,
