

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## IMPORTANT – Please Read Carefully!!!!!!

**Required Information:** Below is a list of documentation that you will need to submit with your architectural applications. The Architectural Review Board may require addition information as they review the applications on a case by case basis. Applications that do not have the required information will be returned for completion. **This checklist is for your use. Please do not return the checklist with your application.**

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### ALL APPLICATIONS MUST HAVE THE FOLLOWING:

- ◆ Copy of the application and all documentation included

#### DECK

- \_\_\_\_\_ Scaled drawing, showing plan (overhead & side view), elevations & dimensions including length, width, & height
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Detailed sketch(es) of railing design(s), privacy screens, stair detail, & built-in benches, if any
- \_\_\_\_\_ Color / finish

#### PATIO

- \_\_\_\_\_ Scaled drawing, showing plan (overhead view), & dimensions including length and width
- \_\_\_\_\_ Sketch, photograph, or brochure, showing design layout
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Color / finish

#### SHED

- \_\_\_\_\_ Scaled drawing showing length, width and height measurements throughout
- \_\_\_\_\_ Sketch, photograph, or brochure showing building design
- \_\_\_\_\_ Roof plans, pitch of roof
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Color / finish

#### STORM DOOR

- \_\_\_\_\_ Sketch, photograph, or brochure showing design / style
- \_\_\_\_\_ Dimensions (length, width, and height)
- \_\_\_\_\_ Color / finish

#### WINDOWS

- \_\_\_\_\_ Elevation view of window on house w/location, width and height dimensions
- \_\_\_\_\_ Sketch, photograph or brochure showing design / style
- \_\_\_\_\_ Color / finish

#### LANDSCAPING

- \_\_\_\_\_ Landscaping plan drawing with plants and other materials indicated

#### GARDEN, RETAINING WALL, PLANTERS, FLOWER BOXES, LAWN ORNAMENTS, ETC.

- \_\_\_\_\_ Sketch or detailed description
- \_\_\_\_\_ Dimensions (length, width, & height)
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Color / finish

**AWNING, TRELLISES, ETC.**

- \_\_\_\_\_ Sketch, photograph or brochure showing design / style
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Color / finish

**SATELLITE DISH / ANTENNA**

- \_\_\_\_\_ Type, size and location

**COLOR CHANGE**

- \_\_\_\_\_ Paint or stain brand and number
- \_\_\_\_\_ Specification of areas to be painted and color to be used (drawing of house indicating area(s) and color would be helpful)

**SPRINKLER SYSTEM**

- \_\_\_\_\_ Sketch showing layout on property
- \_\_\_\_\_ Details regarding sprinkler heads, timers, etc.

**EXTERIOR FIXTURES (ground lights, light posts, etc.)**

- \_\_\_\_\_ Photograph or brochure showing fixture type
- \_\_\_\_\_ Wattage of lights
- \_\_\_\_\_ Height of fixtures
- \_\_\_\_\_ Color / finish

**HOT TUB / SPA**

- \_\_\_\_\_ Photograph or brochure showing design / style
- \_\_\_\_\_ Dimensions / specifications
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Color / finish