

# **ARCHITECTURAL CHANGE APPLICATION CHECKLIST**

***\*\*Note: The below "help" list may not have your specific modifications; if you are making a change on the exterior of your home and do not find it listed below please add this item to the list or provide a detailed description on page 1 of the modification application\*\****

## **BASKETBALL BACKBOARD**

- ..... Standard Architectural Change Application form must be completed
- ..... Style (photograph, sketch, or catalog photo)
- ..... Dimensions/size
- ..... Location on property
- ..... Color/finish of backboard and pole

## **DECK OR PORCH**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of proposed deck or porch on site
- ..... Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, height
- ..... Materials
- ..... Detail sketches of railing design(s) and built-in benches, if any
- ..... Color/finish

## **FIREPLACE/CHIMNEY**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of chimney
- ..... Scaled drawing showing front and side elevations, and dimensions including length, width, and height
- ..... Materials
- ..... Color/finish

## **FENCES**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of fence on site
- ..... Sketch, photograph, or brochure showing design (including gate(s), if any)
- ..... Height
- ..... Materials (*Wood fences are not approvable*)
- ..... Color/finish

**LANDSCAPING**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of landscaping modifications on site
- ..... Landscaping plan drawing with plants and other materials indicated

**PAINT COLOR CHANGE**

- ..... Standard Architectural Change Application form must be completed
- ..... Paint or stain brand and number
- ..... Specification of areas to be painted and color to be used (a simple drawing of the house listing areas to be painted and colors used would be helpful)

**PLAY EQUIPMENT**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of landscaping modifications on site
- ..... Brochure or catalog photo and description
- ..... Color/finish

**STORM DOORS**

- ..... Standard Architectural Change Application form must be completed
- ..... Brochure/catalog photo and description include color and finish

**WINDOWS AND DOORS**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey indicating location of new window or door
- ..... Elevation view of window on house with location, width, and height dimensions
- ..... Brochure or catalog photo and description including color and finish

**SATELLITE DISHES**

- ..... Must show location of where dish will be installed on the house
- ..... The size of the satellite dish

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## MAJOR ADDITIONS/MODIFICATIONS (EXAMPLES: ROOM ADDITIONS OR EXPANSIONS)

Architectural Change Applications for major additions or modifications must include detailed information when submitted to the Architectural Review Committee for consideration.

Please keep in mind that the Committee must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

..... Standard Architectural Change Application form must be completed.

..... Copy of site survey/site plat showing location of the structure or installation location

..... Front and side architectural elevations; plan views with dimensions showing structure on the home. These must be drawn to scale showing proportions and relationship to existing house.

Such architectural plans or blueprints should include (if applicable):

- ..... 1. Length, width, and height measurements throughout
- ..... 2. Size of materials to be used as trim
- ..... 3. Size of corner boards
- ..... 4. Size of cap plates covering wood beams
- ..... 5. Size and construction of concrete base
- ..... 6. Size of doors and windows, materials used
- ..... 7. Size of trim around windows and doors
- ..... 8. Measurement of gutter boards, and board & batten
- ..... 9. Dimension of roof overhang
- ..... 10. Dimensions on all exterior materials shown on plans W/details for roof overhangs
- ..... 11. Finish/color (all trim must be identified, and its color specified)
- ..... 12. Roof plans, pitch of roof, materials used and color
- ..... 13. Step risers and treads

Any other information necessary to assist the Committee in making a judgment on the request (photographs can be helpful).