

## ARCHITECTURAL APPLICATION INSTRUCTIONS

***PLEASE BE SURE THAT THE FOLLOWING ITEMS ARE INCLUDED WITH YOUR APPLICATION!!!***

### **WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:**

1. **A House Location Survey (Certified Plat)**. A copy of your plat **MUST** be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, landscaping, etc. The location of the proposed structure **MUST** be drawn on the plat. Drawings should be to scale. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings**. A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
4. **Description of Materials**. Provide a list of ALL materials to be used in the proposed construction.
5. **Description of Colors**. Applications for colors, which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples and not photos.
6. **Photographs**. Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications.
7. **Samples**. Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **Drainage**. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. **Signatures of Property Owners**. Obtain signatures of all property owners who share a property boundary with you and those who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application.
  - a. For **decks and fences** please include numbers 1 – 6, and 8 – 9 (#6 is optional).
  - b. For **landscaping** include numbers 1 – 3, 6 and 8 – 9.
  - c. For **doghouses** include numbers 1 – 4, 6 and 8 – 9 (#6 is optional).
  - d. For **storm and screen doors** include numbers 2, 5 – 6 and 9.
  - e. For **lattices** include numbers 2 – 4, 6 and 9.
  - f. For **recreation and play equipment** include numbers 1 – 6, 8 and 9.
  - g. For **patios** include numbers 1 – 4, 6, 8 and 9.
  - h. For **siding** include numbers 5, 7 and 9.
  - i. For **shingles (on roof)** include numbers 5, 7 and 9.
  - j. For **windows** include numbers 5, 6 and 9.
  - k. For satellite dishes, solar collectors, and attic ventilators include numbers 5 – 6 and 9.