

Division 19

Architectural and Modification Request Form

Property Owner's Name: _____

Community the work will be done in: _____

Address: _____

Most Covenants require approval for any change to a property including: Exterior CHANGES to a lot or house must receive approval prior to any changes or construction begins. Sheds, Outbuildings Fences, Major Landscaping Pools or any improvements to your property. Some Covenants prohibit certain items all together. Receiving approval protects all the property owners against homeowners constructing something that is not harmonious or consistent with the rest of the community. Every community has different types of guidelines for improvements. Approval and Denials Response time varies by community.

Things to know about the approvals:

An approval on one lot does not guarantee approval on other lots. Each request is considered on an individual basis, such as characteristics of Lot, and the impact on adjoining Lots. The Property-owner is responsible for acquiring the necessary permits and following governmental building codes and regulations. ALL APPROVALS ARE SUBJECT TO CITY AND STATE REGULATIONS. You must wait for approval before any construction can begin.

The approval process:

Complete this form in its entirety. The plan must include the location of the improvement on the property, color, size, materials to be used and shape of the improvement. The more information about the improvement the better. We will forward your request to the correct committee. Once a decision is made you will receive a letter in writing. This process will take from 1 week to 45 days depending on the community governing documents.

Person submitting the form or other contact name: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Lot number if you have it: _____

1. **A copy of the official plat plan** (a map, drawn to scale, showing the divisions of a piece of land) of the property which may be obtained from the county. and must be submitted with the request for any architectural changes.
2. **FENCE – the following must be included:** a. A copy of the plat (FENCE MUST BE ILLUSTRATED ON PLAT OR SURVEY) b. Location of where the fence will be placed, exact measurements of all fence sides. c. Illustration of starting point on home for fence line. d. Materials- example: wood, vinyl, iron/ e. Fence style name: scallop, dog ear, etc. and photo of fence style/ f. Specific color: stain sample, color sample./ g. height of fence./ h. location of gates, if any.
3. **POOLS AND SPAS:** a. Include a plat plan, location & drawing of new construction with dimensions, along with vendor drawing.
4. **EXTERIOR/ STAIN REPAINTING:** For approval, the following must be included. Submit a sample of the original color – a photo of the home to be included. c. Submit a sample of the intended color.

5. **LANDSCAPING CHANGES:** a. Specify description of plant sizes & location. b. Landscape drawing or plan.
6. **RECREATIONAL EQUIPMENT:** a. Type and location such as swing sets, trampolines, basketball goals, etc.
7. **TREE REMOVAL:** a. Photo of the location of the tree. b. Reason for removal c. Plan for area after removal (some communities will require a replacement tree)
8. **STRUCTURE MODIFICATIONS:** (Deck, sunroom, porch or other.) Include a photo of the current area, an illustration or photo example of structure, and an example/description of the materials/dimensions for the project.
9. **OTHER:** Roof, gutters, exterior material change (photo, color sample)
10. **SHEDS AND OUTBUILDINGS** (Not allowed in all neighborhoods) Include a. A copy of the plat. b. A photo example of the shed c. Photo of the home d. Illustration to show the placement of the shed e. Color and roofing material of shed.

Please select all changes that apply:

Fence ☐

Shed, Storage Building or Outbuilding ☐

Landscaping ☐

Tree Removal (provide location and reason) Trees need to be replaced ☐

Addition to the house or Exterior Structural change ☐

Pool or spa ☐

Recreational Equipment (swing set, Basketball, soccer goals) ☐

Exterior change in paint color Must provide color samples ☐

Roof ☐

Other ☐

Fence Dimensions. Length x Width x Height: _____

Fence Material:

Wood ☐

Vinyl ☐

Wrought Iron or steel ☐

Aluminum ☐

Other ☐

Fence Type:

Fence Top Style

Dog ear ☐

Scalloped ☐

Reverse Scallop ☐

Other ☐

Is this request as a result of violation Letter your received or an open violation? Yes ☐ No ☐

Storage Building Dimensions L X W X H: _____

Storage Building Color: _____

Storage Building Roof Material and Color: _____

Color choice for painting, or fence color, attach a color swatch: _____

Other Materials: _____

Dimensions: _____

Contractor you are using, or input Homeowner if you are doing the work yourself: _____

Please provide any other information that will be helpful for the community to review:

Attach Drawing, Plats and anything that will help the committee review the application.

I agree if I have not started the change I will not begin the change to my property until approval is received. I also agree the information in the submission is accurate. If I received a violation I will stop further change until I obtain approval.

Signature: _____

Decision Voting Results

Final Decision