

PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS

**GENERAL INSTRUCTIONS FOR APPLICATION FOR
HOME IMPROVEMENTS/MODIFICATIONS**

(Check your community's deed restrictions for specifics)

A LOT SURVEY OR TO-SCALE DRAWING SHOWING THE PROPERTY LINES, BUILDING/UTILITY EASEMENTS, FENCES, ETC. IS REQUIRED FOR ALL ADDITIONS TO THE PROPERTY OR HOME (I.E., BASKETBALL GOAL, DECK, DRIVEWAY, OUTBUILDING, PATIO, PLAY STRUCTURE, POOL/SPA, ETC.). IN ADDITION, AN ELEVATION DRAWING MUST ACCOMPANY ALL APPLICATIONS FOR A STRUCTURE WITH WALLS OR A ROOF.

1. If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit an elevation drawing showing how the structure will look. Indicate size, height, color, materials and roofing and show placement on the lot survey.
2. If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on lot survey
3. If you are applying for a **POOL/SPA** you must submit detailed drawing of pool and indicate on lot survey the location of pool and equipment. Must show access to rear of property.
4. If you are applying for exterior **PAINTING OR SIDING** submit sample of color.
5. If you are applying for a new **ROOF** please submit manufactures name/color name (brochure or small sample).
6. If you are applying for new front **DOORS OR STORM DOORS** please provide photo or brochure.
7. If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide samples.
8. If you are applying for **DECKING/PATIO** please indicate location on lot survey, materials to be used and height of decking.
9. If you are applying for **CONCRETE WORK/PAVERS** (sidewalks, driveway extension, etc.) please indicate location on lot survey.
10. If you are applying for **LANDSCAPING OR TREE REMOVAL/REPLACEMENT** please submit all details (tree dimension and type) showing placement on lot survey.
11. If you are applying for **FENCING** please advise height, materials and location on lot survey.
12. If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, indicate location on lot survey.

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION CAN BE PROVIDED. MOST ARCHITECTURAL COMMITTEES ARE ALLOWED 30 DAYS TO RESPOND TO AN APPLICATION.

Please contact us to determine if a deposit is a requirement for a pool application in your community.

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