

Architectural Review Request Requirement Checklist

Paint

- Name of color
- Color sample
- State on request what will be painted
- Some Associations have approved color palettes. If a color is selected from the approved palette, the name of the approved color must be noted on request, and a color sample will not be necessary.

Roof

- Type of shingle
- Color of shingle
- Some Associations have shingle requirements. If the Association does not have pre-approved shingles, a sample of the shingle or picture must be included with the request.

Doors

- Picture of door to be installed
- If the color of the door will be different than shown in the picture, please provide a color sample.

Landscaping

- Plot map, survey, or diagram of lot with landscaping plan drawn out showing location of project and distance from property lines
- Provide type, quantity, and location of trees, shrubs, etc. that you wish to add/remove

Structure Modifications

- Drawing of the home or structure to be modified
- Requested modification location clearly identified
- Materials, colors, and sizes, if applicable, must be included with the request.

Fences

- Plot map or survey of lot
- Proposed fence line drawn on plot map/survey with length of fence clearly marked on each side
- All property setback distances identified
- Indication of where fence will attach to the home (If not on corner, please mark the distance from the corner to where the fence will be attached)
- Gate size and location identified
- Type, materials, and colors stated
- Picture of fence
- If your Association has specific fence guidelines, please check them for allowed fence types and other requirements.

Pools

- Plot map or survey of lot
- Show location of pool, with dimensions of pool clearly identified
- All property setback distances identified
- Materials surrounding the pool must be identified (concrete aprons, pavers, etc.)
- Impervious square footage calculations must be completed (please refer to “Adding to Impervious Surfaces”).
- Please check your association documents to see if fencing is required for swimming pools in your community. If a fence is not already installed prior to submitting the request for the pool, then a separate request for the fence itself will be required.

Adding to Impervious Surfaces

If something is being added to your property that will be covering the ground (such as a storage building, patio, driveway, etc.), then you will be adding to the impervious square footage of the property.

- Plot map or survey of lot
- Location of project identified
- Dimensions identified
- Property setback distances identified
- Any building additions must include:
 - Materials and colors
 - Shingle type and color
 - Dimensions
- ALL blanks must be completed for the calculations below. If a section does not apply to your property, please enter N/A. Impervious surface totals include the footprint of the house and garage (measured from outer edge of eaves), driveways, air conditioning pads, patios, pathways (made of concrete, brick, stone, etc.), and any other surface that impedes the infiltration of storm water into the ground. Wood decking is not considered an impervious surface.

Impervious Square Footage Breakdown Calculations:

- First floor heated: _____
- Garage: _____
- Driveway: _____
- Porches: _____
- Patios: _____
- Sidewalks: _____
- Outbuilding: _____
- Proposed to be added: _____

Total impervious square footage: _____

If you have any questions, please refer to your HOA documents.