

## Guidelines for Submission of Requests for Architectural Standards Approval

- I. Submissions must be on a signed copy of the Association Site Alteration and Improvement form ”
  - a. Each request must stand on its own
  - b. Allow *at least* two full weeks for approval especially during busy periods
  - c. Each request must have a timetable for completion
  - d. Each request must have supporting information to allow evaluation including but not limited to:
- II. For fences
  - a. A sketch of the proposed fence line
  - b. A picture or sketch of the proposed fence
  - c. Height of fence
  - d. Material of fence
  - e. Proposed finish of fence
- III. For Playsets
  - a. Size of playset
  - b. Materials of construction
  - c. Height of playset
  - d. Proposed location of playset on Lot
  - e. Description or sketch of playset
- IV. For Sun rooms, Room additions, Porch additions
  - a. Plans for addition
  - b. Exterior finish materials
  - c. Roof Pitch
  - d. If a variance is requested ...
    - i. Reason for variance i.e. Compliance is architecturally impossible or materials to match existing variance
    - ii. Any and all information necessary to justify the variance
      1. Sketches, drawings, renderings etc.
  - e. Landscaping plans, if applicable
- V. Other requests Complete plans, descriptions etc to enable a decision to be made.