DEAR APPLICANT:

To ensure prompt processing of an application, the Applicant must provide all the relevant information, as it applies to the project, as described in the submittal checklist. Incomplete applications will be returned to the Applicant, causing delay to the review process. Ensuring the accuracy of the application is the responsibility of the Applicant. This submittal checklist supersedes all individual Design Guideline checklists.

Please submit a copy of the completed checklist along with your project plans to your Covenants Advisor to schedule a design review. Design Review agendas are limited in space and it is recommended that you submit your application well in advance of your planned project installation date.

ALL APPLICATIONS MUST INCLUDE:

☐ Completed application (every page must be completed). Please note this includes signatures from all neighbors who will be affected by the change (i.e. those in direct view and/or adjacent to your lot).
☐ Complete check list
☐ Application with required signatures (see page two for requirements)
☐ Summary of project, to include property plat and/or drawing (to scale) with dimensions of the proposed improvements and distance from the property boundary lines and existing elements
☐ Current color pictures of the house/building and/or existing conditions
☐ Actual samples of all materials and colors

GENERAL PROJECT CATEGORIES:

A. Additions, Screened Porches, Garages, Enclosures
   ☐ Include plat (clearly and legibly drawn to scale) with the following:
      • Property lines and dimension to proposed project, to include site details (fences, retaining walls, etc.)
      • Existing and proposed improvements with dimensions
   ☐ Complete exterior elevations (all sides to include the existing structure and house elements with length, width and height dimensions, adjacent structures, and photo-simulation where appropriate). Drawings must be clearly and legibly drawn to scale
   ☐ Door, window, light, gutter & downspout locations, styles and finishes
   ☐ Roof plan
   ☐ Provide material manufacturer’s brochure/specifications and identify proposed product style and color

B. Decks
   ☐ Include plat (clearly and legibly drawn to scale) with the following:
      • Property lines and dimension to proposed project and setbacks, to include site details (fences, retaining walls, etc.)
      • Existing and proposed improvements with dimensions
   ☐ Complete exterior elevations (all sides to include the existing structure and house elements
with length, width and height dimensions, adjacent structures, and photo-simulation where appropriate). Drawings must be clearly and legibly drawn to scale
☐ Provide material manufacturer’s brochure/specifications and identify proposed product style and color
☐ List material and color for deck boards, railings, pickets, rail caps, stairs and support post material and color (wood, composite, PVC, vinyl, etc.)
☐ Provide material, manufacturer’s brochure/specifications, examples and identify proposed product style and color
☐ Show proposed landscape lighting locations, fixture type, finish and include manufacturer specification information

C. Doors
☐ Provide manufacturer, series, style (pedestrian, slider, hinged, garage)
☐ List frame material and color (wood, aluminum, vinyl, etc.)
☐ Include any trim capping material and color samples
☐ Indicate type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)
☐ Provide manufacturer brochure/specifications and identify proposed product style and color
☐ Door frame dimensions worksheet (required for all sliding and hinged door applications)

D. Equipment
☐ Include plat (clearly and legibly drawn to scale) with the following:
  • Property lines and dimension to proposed project, to include site details
  • Existing and proposed improvements with dimensions
☐ Show location and type of equipment (HVAC, generators, radon, vents, utility boxes, fuel tanks, chimney flue, gutters and downspouts, security devices, solar collectors, spas & hot tubs, out-door cooking areas, antennas)
☐ Show proposed dimensions, material, and color samples
☐ Indicate existing and/or proposed vegetative screening if applicable
☐ Provide manufacturer brochure/specifications and identify proposed product style and color

E. Exterior Colors
☐ Provide color sample with manufacturer, name and number for each proposed element
☐ Supply actual manufacturer sample

F. Landscaping, Driveways, Walkways, Retaining Walls, Patios, Fences
☐ Include plat (clearly and legibly drawn to scale) with the following:
  • Property lines and dimension to proposed project and setbacks, to include site details (fences, retaining walls, etc.)
  • Existing and proposed improvements with dimensions
☐ Provide material manufacturer’s brochure/specifications and identify proposed product style and color
☐ Proposed plant materials, type, size and location
☐ Hardscape (swales, driveways, walkways, retaining walls, patios, fences) location, finish and color to include dimensions
☐ Provide manufacturer brochure/specifications and identify proposed product style and color
☐ Show proposed landscape lighting locations, fixture type, finish and include manufacturer specification information (lumens/kelvins/color)
G. Lighting
☐ Show location and type of fixture (decorative, lamp post, up-light, down-light, flood, security light, recessed stair lights, site-lighting)
☐ Provide manufacturer brochure/specifications and identify proposed product style and include manufacturer specification information (lumens/kelvins/color)
☐ Include plat for site lighting (clearly and legibly drawn to scale) to include, property lines and locations of trees
  • Property lines and dimension to proposed project, to include site details
  • Existing and proposed improvements with dimensions
☐ Include photometric plan for all site lighting projects

H. Roofing
☐ Identify type of material (3-tab asphalt, architectural, wood, simulated shakes, metal, tile, composition, etc.)
☐ Provide manufacturer brochure/specifications and identify proposed product style and color
☐ Supply actual manufacturer sample

I. Siding
☐ Provide manufacturer, style, material (vinyl, aluminum, fiber cement, stucco, brick etc.) and color sample
☐ Show locations of all siding (if more than one type)
☐ Show direction of material for wood siding (horizontal or vertical)
☐ Indicate if manufactured stone or brick, type of stone, indicate if real or synthetic
☐ Include masonry caps and trim
☐ Include type of texture if stucco
☐ Include any decorative trim for doors, windows, skirts, braces, posts, etc.
☐ Provide manufacturer brochure/specifications and identify proposed product style and color for all elements

H. Signs
☐ Provide type (monument, informational, directional, banner, temporary)
☐ Provide sign and mounting detail, material, color, letter size & font, all dimensions and mounting height
☐ Provide lighting detail, manufacturer brochure/specifications and identify type of fixture, finish and location, specification information (lumens/kelvins/color)
☐ Include plat (clearly and legibly drawn to scale) to include, property lines and locations of each signs, keyed to site
☐ Show the proposed location, to scale, for all building mounted signs

I. Tree Removal
☐ Provide the tree locations, type and circumference measured 4.5’ above ground, reason for removal. Certified arborist statement with labeled photos of each tree in its surrounding environment
☐ Include plat/site plan (clearly and legibly drawn to scale) to include, property lines and locations of trees
☐ Include proposed replacement tree location, species and size on site plan or reason for no replacement

J. Windows
☐ Provide manufacturer, series, style (double-hung, casement, awning, fixed, slider, etc.)
☐ List type of frames (wood, aluminum, vinyl, etc.)
☐ Indicate color of exterior frames
☐ Include any trim capping material and color sample
☐ Indicate type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)
☐ Provide manufacturer brochure/specifications and identify proposed product style and color
☐ Window frame dimensions worksheet (required for all window applications, no exception)
☐ Provide elevation photos identify and labeling the windows/doors to be replaced