

Required Information and Attachments for some of the more commonly Requested Exterior Modification Requests (EMR)

Exterior Paint, Stain, Siding, Hardiplank: Color sample, even if using the same as existing color.

Fences, New or Replacement: Lot survey showing current and proposed locations including any gates that will be installed. Detailed drawings, pictures, or brochures. List of materials. If raising the fence, what is the current height and proposed height?

Front Door, Storm Door: Picture from manufacturer's website or brochure.

Generator: Lot survey with location drawn in and distance labeled to each existing structure and fence. Photos and specifications from website, brochure, or quote. Installation details, including whether it will be installed on a concrete slab.

Landscaping: Landscaping, defined as living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth, i.e., bark mulch, etc. does not require ARC approval unless the configuration of the ground changes (i.e., berms, fill dirt, etc.). Landscape timbers and bricks without mortar do not need ARC approval unless they exceed a height of 1' (one foot). Landscape features such as Trellises, window boxes, arbors, and permanent brick borders however must be approved and require a Lot survey with location drawn in, together with pictures, brochures, or detailed drawings showing what will be added or removed.

Patio Cover, Arbor, Gazebo, Room Addition, Pergola, Outdoor Kitchen: 2 drawings (a side view and a front view) showing how the structure will

look when finished. All dimensions should be labeled on the drawings including height from ground to highest peak. Lot survey with the location drawn in and distances labeled from new structure to all existing structures and fences. List of materials and paint and roof samples.

Patio, Sidewalk, Driveway Extension: Lot survey with location drawn in. List of materials and dimensions.

Play Fort, Swing Set, Trampoline, Basketball Goal, etc.: Photo, brochure, or drawing. Dimensions including height from ground to highest peak, color, list of materials. Lot survey with location drawn in.

Pool, Spa: Lot survey with location, drainage plan, and construction access plan drawn in. Detailed drawings to include dimensions. Any decking to be installed must be included in the drawings and on the lot survey. Any slides or pool features over 3' in height require approval and should be included on the drawings.

Roof: Picture from manufacturer's website or brochure to be used as color sample, color name, and number of warranty years.

Satellite Dish, Antennae: Lot survey with location drawn in or photo of home with location drawn in, if attached. Size of dish or height of antennae.

Shutters: Photo of home indicating location of shutters. Lot survey. Picture from manufacturer's website showing color sample and style.

Storage Shed: Lot survey with location drawn in and distance labeled to each existing structure and fence. For Prefabricated Shed, a picture from manufacturer's website of style, color, and shingle sample. For

Non-Prefabricated Sheds, 2 drawings (a side view and a front view) showing how the structure will look when finished. All dimensions should be labeled on the drawings including height from ground to highest peak. List of materials and paint and roof samples.

Tree Removal or Replacement: Provide lot survey with location drawn in of tree to be removed or replaced, a color photo taken far enough away to show all of the tree, reason for removal/replacement, type of tree being planted, photo of tree being planted.

Window Replacement: Photo of home indicating which windows will be replaced, screened, filmed, or tinted. Brochure or picture from manufacturer's website of proposed window type, solar screen, film, or tint. For window replacement, do the proposed windows have grids? For solar screens, film, or tint, manufacturer name and color name.

Yard Art (Bird Baths, Pots, Benches, Statues, Swing, Signs, Water Fountain, etc.): Lot survey with the location drawn in. Photo or brochure, dimensions.