

**COMMUNITY ASSOCIATION SERVICES, INC.
ARCHITECTURAL APPLICATION CHECKLIST**

Please note the following:

- 1. No faxed applications will be accepted.*
- 2. Elevation is an architectural term defined as detailed drawings of the front, side and/or rear views.*
- 3. If submitting drawings larger than 11" x 17", please submit 2 copies.*
- 4. This checklist is not intended to be all-inclusive. Items on this list may not apply to your association. Please refer to your community documents.*

MAJOR ADDITIONS/MODIFICATIONS (EXAMPLES: ROOMS, SCREENED PORCHES, SUNROOMS)

Architectural Review Applications for major additions or modifications must include detailed information when submitted to the Committee/Board of Directors for consideration. Keep in mind that the Committee/Board of Directors must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

____ Standard Architectural Application must be completed

____ Copy of survey site plan showing location of the structure or installation on site.

____ Front and side architectural elevations (e.g. front and side views) and plan views with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans or blueprints should include (if applicable):

- ____ 1. length, width, and height measurements throughout
- ____ 2. size of materials to be used as trim
- ____ 3. size of corner boards
- ____ 4. size of cap plates covering wood beams
- ____ 5. size and construction of concrete base
- ____ 6. size of doors and windows, materials used
- ____ 7. size of trim around windows and doors
- ____ 8. measurement gutter boards, and board & batten
- ____ 9. dimension of roof overhang
- ____ 10. dimensions on all exterior materials shown on plans with details for roof overhangs
- ____ 11. finish/color (all trim must be identified and its color specified)
- ____ 12. roof plans, pitch or roof, materials used and color
- ____ 13. step risers and treads

Any other information necessary to assist Covenant Committee in making a judgment on the request (photographs could be helpful).

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BASKETBALL BACKBOARD

- _____ Standard Architectural Application must be completed
- _____ Copy of survey showing location of proposed basketball hoop on site
- _____ Dimensions/size
- _____ Style (photograph, sketch, or catalog photo)
- _____ Color/finish of backboard and pole

DECK

- _____ Standard Architectural Application must be completed
- _____ Copy of survey showing location of proposed deck or porch on site
- _____ Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, and height
- _____ Materials
- _____ Detail sketch(es) of railing design(s) and built-in benches, if any
- _____ Color/finish (submit color sample if other than natural wood)

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DECK/PATIO SUNSCREENS, TRELLISES, ARBORS, PERGOLAS, ETC.

- _____ Standard Architectural Application must be completed
- _____ Copy of survey showing location on site
- _____ Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, height, and roof slope
- _____ Materials
- _____ Color/finish

FENCES

- _____ Standard Architectural Application must be completed
- _____ Copy of survey showing location of fence on site
- _____ Sketch, photograph, or brochure showing design (including gate(s), if any)
- _____ Height
- _____ Materials
- _____ Color/finish
- _____ Color of wire mesh (if applicable)

FIREPLACE/CHIMNEY

- ____ Standard Architectural Application must be completed
- ____ Copy of survey showing location of chimney on site
- ____ Scaled drawing showing front and side elevations, and dimensions including length, width, and height
- ____ Materials
- ____ Color/finish

LANDSCAPING

- ____ Standard Architectural Application must be completed
- ____ Copy of survey showing location of landscaping modifications on site
- ____ Landscaping plan drawing with plants and other materials indicated
- ____ Samples, pictures and brochures of any border material

PATIO, WALKWAYS, OR DRIVEWAY EXTENSION

- ____ Standard Architectural Application must be completed
- ____ Copy of survey showing location of patio on site
- ____ Scaled drawing showing dimensions
- ____ Building materials
- ____ Color sample (sample required)

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PAIN T COLOR CHANGE

- ____ Standard Architectural Application must be completed
- ____ Paint or stain sample
- ____ Specification of areas to be painted and color to be used (a simple drawing of the house listing areas to be painted and colors used would be helpful)

PLAY EQUIPMENT

- ____ Standard Architectural Application must be completed
- ____ Copy of survey showing location of landscaping modifications on site
- ____ Brochure of catalog photo and description
- ____ Color/Finish

RETAINING/SITTING WALLS

- ____ Standard Architectural Application must be completed
- ____ Copy of survey showing location of retaining wall on site.
- ____ Scaled drawings, including dimensions (length, width and height)
- ____ Material (Stone, brick or interlocking architectural pre-cast concrete blocks).
If railing is required, include height, design, material and color information.
- ____ Color/finish of material (photograph or catalog photo)

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STORAGE SHEDS, STORAGE AREA

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating location of storage shed on site
- ___ Building material
- ___ Detailed drawings or brochure/catalog photo description with dimensions
- ___ Color/finish (photograph or catalog photo)

STORM DOORS OR GARAGE DOORS

- ___ Standard Architectural Application must be completed
- ___ Brochure or catalog photo and description with dimensions
- ___ Color/finish

WINDOWS AND DOORS

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating location of new window or door on site
- ___ Elevation view of window on house with location, width, and height dimensions
- ___ Brochure or catalog photo description
- ___ Color/finish

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FOUNTAIN, HOT TUB, JACUZZI OR SPA

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating location of fountain/hot tub/spa on site
- ___ Scaled drawings or photograph/brochure showing design of fountain/hot tub/spa
- ___ Dimensions of fountain/hot tub/spa
- ___ Color/finish of exterior of fountain/hot tub/spa
- ___ Landscape screening plan

GAZEBO OR COVERED PORCH

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating the location of the gazebo/covered porch on site
- ___ Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, height, and roof slope
- ___ Building material information
- ___ Color/finish information (color sample required)

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SWIMMING POOL

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating the location of the swimming pool on site
- ___ Scaled drawings of the swimming pool, including length, width and depth
- ___ Building materials
- ___ Color/finish information (color sample(s) required)
- ___ Landscaping Plan (as required by the Design Guidelines)
- ___ Fencing Information

WATER GARDEN/PONDS

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating the location of the water garden/pond on site
- ___ Scaled drawings of the water garden/pond, including length, width and depth
- ___ Building materials
- ___ Color/finish information (color sample(s) required)

EXTERIOR LIGHTING

- ___ Standard Architectural Application must be completed
- ___ Copy of survey indicating the location of the exterior lighting on site
- ___ Colored photographs or brochure pictures with dimensions
- ___ Bulb wattage information for each light fixture
- ___ Color/finish information (color sample(s) required)