

# ARCHITECTURAL REQUEST FORM & CHECKLIST

Use the request form and checklist below when submitting an architectural request for an exterior change on your property. This form must be fully completed with all requested documents attached for submission. An incomplete form cannot be accepted.

1. Name: \_\_\_\_\_
2. Association: \_\_\_\_\_
3. Property Address: \_\_\_\_\_
4. What are you requesting? \_\_\_\_\_ Fence \_\_\_\_\_ Outbuilding  
Other Exterior Change (Specify Here >) \_\_\_\_\_
5. Materials Used: \_\_\_\_\_
6. Color(s): \_\_\_\_\_
7. Do the colors and materials match your house? \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Size: \_\_\_\_\_ height \_\_\_\_\_ length
9. Attach a plot plan with your request drawn on the plot plan. The plot plan must show the property lines, easements, and requested item in relation to those. Do you have a plot plan attached? \_\_\_\_\_ Yes \_\_\_\_\_ No (*if no, attach now or request cannot be accepted for review*).
10. Attach a drawing or picture of your request. Do you have a drawing or picture attached?  
\_\_\_\_\_ Yes \_\_\_\_\_ No