



## **CHECKLIST FOR ARCHITECTURAL EXTERIOR ALTERATIONS**

ALL INFORMATION MUST BE PROVIDED IN ONE SUBMISSION. FAILURE TO PROVIDE THE INFORMATION REQUESTED WILL DELAY THE RESPONSE. PLEASE BE SURE TO INCLUDE THE BELOW INFORMATION AS APPROPRIATE TO THE IMPROVEMENT:

1. Sketch of improvement on plot plan showing location of improvement to house, fence, etc. Sketch must be legible with all dimensions and setbacks noted.
2. Indicate setback measurements from the improvement to rear and side property lines.
3. Colors of all exterior materials, including roof.
4. Type of exterior materials.
5. Dimensions of improvement including height if a structure.
6. Tree removal requests must include reason for removal, type of tree and if plans to replace tree and if so, what type of replacement tree and location.
7. If painting exterior of house, provide Manufacturer of paint and the paint color. Specify what parts of the exterior of the house will be painted with paint color.

## **PROCESS FOR ARCHITECTURAL EXTERIOR ALTERATIONS**

### *Step 1*

Complete the exterior alteration form. Provide on the form, all information requested above.

### *Step 2*

Attach a plan or create a sketch or drawing (on plot plan or survey, if available) showing the location of the improvement and include all measurements and distance from rear and side property lines.

### *Step 3*

Email, mail, or hand deliver the form and plans in one package to Renaissance Property Management, addresses noted below.

### *Step 4*

Renaissance will review documents and contact homeowner if additional information is needed.

### *Step 5*

Renaissance will forward a complete package of the plans and form to the Architectural Committee for review.

### *Step 6*

After the review, homeowner will receive the Architectural Committee response in writing via email and/or mail.

**Failure to provide requested information will delay the process. Please expect a reasonable amount of time for the review and response process; typically, 1-2 weeks.**