



- The turnaround time on **Architectural and Maintenance Applications** is **45 days** due to the landscape architect needing time to review the plans and then forward their recommendation to the Architectural Maintenance Committee who reviews them monthly.
- **Prior to applications being reviewed the below information needs to be submitted:**
 - Applications with appropriate neighbors signatures if relevant
 - Payment (see application for amount)
 - Plot Plan notating your address-This should be included in your closing documents and is needed to clarify your property lines relative to the work you want done.
- **All exterior paint submittals will require the following:**
 - Paint chips if using a manufacturer other than Sherwin Williams. Digital copies will not be accepted.
 - Explanation of where each color will be applied.
 - Exterior photo(s) of the home in its current state along with exterior photos of the two adjacent homes on either side to avoid replication/duplication.
 - If the homeowner has two options for the DRC to select from, please specify this and all other details on the Review Request Form.
 - If the colors are new to the community or are bold in nature, please obtain adjacent neighbors signatures before submitting to the DRC.
- **All landscape submittals will require the following:**
 - For faster review and approval, all submittals are highly encouraged to depict the full yard showing the proposed Landscaping/Deck/Patio/Fence shown in context with the house, the property line and adjacent neighbors.
 - Please use the words “existing” or “proposed” so that the DRC knows what is already in place or what is proposed as new.
 - All fences will require design, material, height and color/stain information for approval.
 - All paths, patios, rock beds, mulch beds will require specific material information include type of rock/stone/mulch and color. Pictures and additional product information is helpful in gaining immediate approval.
 - All wood built structures, including but not limited to, a trellis, deck, pergola will require wood species and stain color information for approval.
 - Decorative walls and sitting walls require material and color information as well as height dimensions.
 - All privacy screens will require additional material, color, height and exact location details.
 - *NOTE: If any part of the landscaping can be seen by adjacent neighbors due to height, please obtain neighbors signatures before submitting to the DRC.