

## **Exterior Modification Request CHECKLIST**

This checklist is to ensure your modification request is ready for review by the approving body. The checklist is in the order of the modification request form, so you can check it off as you complete the request. **Please be sure to complete a separate request for each modification.**

### **DESCRIBE IMPROVEMENT: (Located on the request form)**

- Explain what the improvement, addition, or change will be, or what it is currently is if already completed without approval.

### **SKETCH, DRAWING, OR PHOTO: (Attach to the request form)**

- Attach a sketch, drawing, or color photo/brochure of what the modification will look like when complete. Or if already existing – attach a color photo of the completed modification.

### **DIMENSIONS: (Located on the request form)**

- List the dimensions (width, length, and height) for each improvement/addition. Include slab and/or decking thickness for all flatwork.
- Play Systems: Standing platform deck(s) – list the height of each standing deck on the request form. Example: 4', 5'6", and 6'. (The standing deck height is the distance from the ground to the top of any standing decks.)

### **LOT SURVEY/PLOT PLAN OF HOME: (Attach to the request form. This document can be found with your closing paperwork. It is usually a legal-size document and shows a two-dimensional drawing of your house, lot lines, and easements.)**

- Draw the location of the requested modification onto the lot survey/plot plan. Do NOT submit your original survey to us. Make a copy and keep the original for your records as you will not receive submitted documents back. This is necessary for each modification request being submitted. *\*\*Applications not accompanied by a lot survey/plot plan with the modification drawn in will be denied.*

### **MATERIALS: (Located on the request form)**

- All materials must be listed on the request form. If paint or stain will be used (even if the same as existing), list the manufacturer and color name and attach a sample. For lumber, list the type and whether it is treated.  
*\*\*This section must be completed even if you are attaching a spec sheet or bid containing the information.*

## **Exterior Modification Request**

### **REQUIRED ATTACHMENTS**

Failure to submit all required information and attachments will result in the application being denied and returned back to you for completion and resubmission. Find your project below and include all items listed with your completed application.

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

**Fence Change:** 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?

**French Drains:** Lot survey with location and drainage plan drawn in.

**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.

**Landscape Lights:** Lot survey with all lights drawn in. Pictures from website or brochure showing type of lights and wattage.

**Landscaping, Landscape Border, Planting:** Lot survey with location drawn in. Picture, brochures, or detailed drawings showing what will be added or removed. List of materials, type of plants that 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 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.

**Solar Panels:** Lot survey with solar panels and meter location drawn in. Aerial view of panel location on home from contractor including PVWatts report to show the production percentage. Brochure/color photos of the type of panels to be installed. Photo/shingle sample of current roof.

**Sprinkler System:** Lot survey with drainage plan and location of all sprinkler heads drawn in. Manufacturer name and type of sprinkler.

**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.

## Exterior Modification Request

The Committee must approve, in advance, all exterior modifications to your property. The Committee will review your request to make sure the modification(s) will be done in a professional, sound manner and will fit with the aesthetics of the community. Please provide as much detail as possible. **Requests submitted without all required information and attachments will be deemed incomplete and returned to you.**

**Owner Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Describe the Improvement/Addition/Change** (Be Specific. Attach a sketch, drawing or color photo/brochure of what the project will look like when completed.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contractor Information:

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dimensions:** (width, length, and peak height of each improvement (if applicable) must be given)

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Peak Height: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_

### Additional Dimensions (if applicable):

*Pool heights only:* Raised Spa: \_\_\_\_\_ Waterfall: \_\_\_\_\_ Weeping Wall: \_\_\_\_\_ Slide: \_\_\_\_\_

*Play Systems/Forts:* Platform deck height(s) only - must list all heights if multiple decks: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

*Decks/slabs/patios/walkways/extensions/etc.:* Width: \_\_\_\_\_ Length: \_\_\_\_\_ Thickness: \_\_\_\_\_

**Location of Improvement/Addition/Change** – Example: Backyard, Front Yard, Side Yard, Left, Right, etc.

**Attach official Lot Survey/Plot Plan** with property address visible and the improvement/addition/change **DRAWN IN**.

*\*\*Requests not accompanied by a lot survey/plot plan with the modification drawn in will be deemed incomplete and returned to you.*

**Materials:** (Be specific – request are at risk of denial without applicable materials listed and/or samples attached.)

Paint/Stain (state the color & must attach color sample): \_\_\_\_\_

Lumber (must list the type: ex. Cedar, pine, etc.): \_\_\_\_\_

Brick (must list the type, color, if matches existing residence): \_\_\_\_\_

Roofing (must list the type, color & if matches existing residence): \_\_\_\_\_

Piping/Electrical (ceiling fans/lighting/etc.): \_\_\_\_\_

Decks/slabs/patios/walkways/extensions/pool deck/etc.: \_\_\_\_\_

Waterfalls/Weeping Walls/Slides (for pools): \_\_\_\_\_

Other materials: \_\_\_\_\_

## Exterior Modification Request

Other Comments/Information: \_\_\_\_\_

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Planned Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

For your protection, please make sure you do not start the modifications until you have received official written approval. The more detail you can provide about your modification, the easier it will be to understand what you plan to do and for the Committee to make a timely decision.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and agree to abide by the Declaration of Covenants, Conditions, and Restrictions, Architectural Guidelines, and other applicable Rules and Regulations for Old Orchard Community Association**

Initial: \_\_\_\_\_

### Old Orchard Community Association Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

**I have fully read and agree to the terms and conditions provided by Old Orchard Community Association**

Initial: \_\_\_\_\_

### Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete until all required documentation is received. I understand that I am electing to receive communications regarding this application by email.

**I have fully read and agree to the terms and conditions provided by Crest Management.**

Initial: \_\_\_\_\_