

## 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.*

### 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).

## ARCHITECTURAL APPLICATION CHECKLIST

### BASKETBALL BACKBOARD

- \_\_\_\_\_ Standard Architectural Application must be completed
- \_\_\_\_\_ Style (photograph, sketch, or catalog photo)
- \_\_\_\_\_ Dimensions/size
- \_\_\_\_\_ Location on property
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Detail sketch(es) of support post finish (column design) [Glenbrook Community Association only]

## ARCHITECTURAL APPLICATION CHECKLIST

### DECK/PATIO SUNSCREENS, TRELLISES, 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)

## ARCHITECTURAL APPLICATION CHECKLIST

### 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

### PATIOS

- \_\_\_\_\_ Standard Architectural Application must be completed
- \_\_\_\_\_ Copy of survey showing location of patio on site
- \_\_\_\_\_ Scaled drawing showing dimensions
- \_\_\_\_\_ Materials

## ARCHITECTURAL APPLICATION CHECKLIST

### PAINT COLOR CHANGE

- \_\_\_\_\_ Standard Architectural Application must be completed
- \_\_\_\_\_ Paint or stain brand and number
- \_\_\_\_\_ 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 WALLS

- \_\_\_\_\_ Standard Architectural Application must be completed
- \_\_\_\_\_ Copy of survey showing location of retaining wall on site.
- \_\_\_\_\_ 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)

## ARCHITECTURAL APPLICATION CHECKLIST

### STORM DOORS

\_\_\_ Standard Architectural Application must be completed

\_\_\_ Brochure or catalog photo and description

\_\_\_ 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

## ARCHITECTURAL APPLICATION CHECKLIST

### HOT TUB/SPA

- \_\_\_\_\_ Standard Architectural Application must be completed
- \_\_\_\_\_ Copy of survey indicating location of hot tub/spa on site
- \_\_\_\_\_ Photograph or brochure showing design of hot tub/spa
- \_\_\_\_\_ Dimensions of hot tub/spa
- \_\_\_\_\_ Color/finish of exterior of hot tub/spa

### GAZEBO

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