

AMERICAN PROPERTY ASSOCIATION MANAGEMENT LLC

Architectural Request Requirement Checklist

Fences

- Plat map or survey (include diagram if provided by vendor) of lot with proposed fence line drawn on the map showing location of project, distance from property lines, and measurements
- All property setback distances identified
- Indication of where fence will attach to the home (If not on corner, please mark the distance from the corner to where the fence will be attached)
- Gate size and location identified
- Type, materials, and colors stated

Paint

- Name of color
- Color Sample
- State on request what will be painted

Doors

- Picture of door to be installed
- If the color of the door will be different than shown in the picture, please show/note color

Roof

- Type of shingle
- Color of shingle
- If for a shed, shingle must match the home in color and style

Landscaping

- Plat map or survey (include diagram if provided by vendor) of lot with landscaping plan drawn out showing location of project and distance from property lines
- Provide type, quantity, and location of trees, shrubs, etc. that you wish to add/remove

Structure Modifications (shed, garage, solar panels, covered porch)

- Drawing/picture of the home or structure to be modified
- Requested modification location clearly identified on plat map or survey
- Materials, colors, and sizes, must match the home and be included with the request
- All documents from the vendor providing the work

Pools

- Plat map or survey of lot showing location of the pool with dimensions of pool clearly identified
- All property setback distances identified
- Materials surrounding the pool must be identified (concrete aprons, pavers, etc.)
- Fence is required. Please note if you already have a fence on the application, include location
- Picture of the pool

Patio, Pavers, Retaining Walls, Pergolas

- Plat map or survey of lot showing location and dimensions
- All property setback distances identified
- Materials
- Picture of finished product; example

I understand it is my responsibility:

- to read the governing documents and make certain that my request complies with them.
- to comply with all town, city county regulations, including applying for proper permitting.

Printed Name

Signature

Date

Address

Email