

Please refer to your community's *Architectural Guidelines and/or Covenants (provided in this folder)* for any requirements that may pertain to your exterior project.

To Submit Your Architectural Application Online:

1. [Log in](#) to your HOA account: Your username is your email address. If you need to reset your password, click 'Forgot Password.'
2. On the dashboard, click the 'Architectural Requests' box.
3. Select the 'Add ACC Requests' icon to complete the application and upload all required project documents.

IMPORTANT! You will need to upload the following information with your online application to avoid delays in the review process:

- **Project Description:** A full description of your project, including dimensions, material, style, etc.
- **Images & Specifications:** Upload a photo example or provide a website link for the materials being used or the structure to be installed. (A sketch or digital rendering instead of a photo example is acceptable for decks, porches, home additions, or similar projects.)
- **Current photo of your property:** Upload a current photo of the exterior area of your property where the proposed modification is or will be located.
- **Survey plot plan or lot image:** Upload a copy of your lot survey or lot image with the location of each proposed modification marked within your property lines. This is required for ANY modification that will be located beyond the main dwelling or that will increase the existing footprint of the home. *If you did not purchase an official survey with your closing documents, your community will accept an image of your Lot with the property lines or any easements shown from the iMaps or GIS website for your county.

FENCES:

- Mark the proposed location for the **fence and fence gate(s)** within your property lines.
- If you plan to attach your new fence to an existing adjacent fence, you will also need to submit the 'Permission to Attach to an Existing Fence' form, which can be downloaded from the 'Community Info' area of the Association's website.

LANDSCAPING:

- Include a landscaping plan or plant list in addition to marking the location of each proposed modification within your property lines.

*Please note that homeowners are responsible for obtaining any required permits from the town/city/county, as applicable for your project.

Which projects do not require HOA approval? Any work that does not alter the appearance of your property is considered routine maintenance and does not require HOA approval. Examples include repainting your home in the same color, replacing shingles, doors, windows, shutters, or exterior lighting with matching styles, and repaving your driveway using the same materials, color, style, and size.