

Bentwood Creek Homeowners Association

Architectural Change Application

Home Owner: _____ Lot #: _____ Phase #: _____
Address: _____
Home Phone: _____ Mobile Phone: _____
Email: _____
Date Submitted: _____

The Declaration of Covenants requires that you submit all proposed exterior additions, changes or alterations to your house and lot to the Architectural Change Committee for approval. Your application must include detailed information describing the proposed changes.

Checklists are available below for many common alterations to help make sure your application is completed correctly.

Type of Proposed Change

- | | |
|--|--|
| <input type="checkbox"/> Deck/Patios/Play Equipment | <input type="checkbox"/> Painting House or Trim (New Colors) |
| <input type="checkbox"/> Driveway/Walkways | <input type="checkbox"/> Roofing Replacement |
| <input type="checkbox"/> Fences/Retaining Walls | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Garage Doors/Exterior Doors | <input type="checkbox"/> Sunrooms/Patio Covers |
| <input type="checkbox"/> Landscape Front / Side Yard | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Outside Walks/Stairs | <input type="checkbox"/> Other _____ |

Description of Proposed Changes:

Required Documents for Architectural Committee Consideration:

1. **Elevations** – Include front, side, and rear elevation drawings.
2. **Site Plan** – Show improvements in relation to the home and setback.
3. **Color and Material Samples** – Paint chips, rock or stone samples
4. **Extras** – Include sketches, clippings, pictures and/or catalog illustrations for clarity.

It is the owner's responsibility and obligation to obtain all required building permits, to contact the utility and cable companies, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

Architectural Change Application Checklist

Deck or Porch

- Completed Architectural Change Application Form
- Copy of survey showing location of proposed deck or porch on site with dimensions
- Scaled drawings showing plans (overhead view), elevations and dimensions including length and width
- Types of material(s) to be used
- Color/Finish

Deck/Patio Sunscreens, Trellises, etc.

- Completed Architectural Change Application Form
- Copy of survey showing location of proposed deck, patio sunscreens on site with dimensions
- Scaled drawings showing plans(overhead view), elevations and dimensions including length and width
- Types of material(s) to be used
- Color/Finish

Fences

- Completed Architectural Change Application Form
- Sketch, photograph or brochure showing design (including gates)
- Brick to match house brick
- Fence to be set back at least 10 feet from corner of house and to conform with Town standards.
- Material: Brick, Wrought Iron, Wood or combination of the three
- Color/Finish

Landscaping

- Completed Architectural Change Application Form
- Landscaping plan drawing with plants and other material indicated
- Types of material(s) to be used including size and color with description of decorative rock or stone (please have samples available)

Paint Color Change

- Completed Architectural Change Application Form
- Paint chip(s)
- Specification of area to be painted and color to be used

Patios

- Completed Architectural Change Application Form
- Copy of survey showing location of patio on site with dimensions
- Scaled drawings showing plans(overhead view), elevations and Types of material(s) to be used
- Types of material(s) to be used including size and color with description of decorative rock or stone (please have samples available)

Play Equipment

- Completed Architectural Change Application Form
- Copy of survey showing location of play equipment on site with dimensions
- Brochure or catalog photograph and descriptions
- Color and finish and types of material(s) to be used

Pools

- Completed Architectural Change Application Form
- Copy of survey showing location of pool on site with dimensions
- Scaled drawings showing plans(overhead view), elevations and types of material(s) to be used
- Location of pool equipment
- Type of pool and builder's name and address

Satellite Dish

- Completed Architectural Change Application Form
- Only small dishes will be approved
- Dish can not face front elevation
- Location on house (not to be viewed from front elevation)

These checklists are for reference only and may not be all inclusive of the information you may need to provide to the Architectural Review Committee. The Architectural Review Committee may request additional information for clarity.

Architectural Review Committee Use Only

Committee Members:

- Not Approved
- Approved
- Approved with the following provisions
 1. _____
 2. _____
 3. _____