

WINDERMERE II HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE, *Request for Exterior Alteration*

Date: _____

Owner: _____

Phone: _____

Address: _____

Email: _____

Please complete this form in its entirety and indicate alteration below and provide full details of purpose and/or reason, type of materials and color(s) to be used and location on property. **Please note the setbacks/measurements of the improvement structure to all property lines.** A sketch of any improvements must be on a property plot plan indicating the location, setbacks and details to the home and property lines. Attach additional details, sketch to scale or architectural plan, materials, photos, specifications, etc. Homeowner is solely responsible for obtaining any necessary State of Parish permits. Once all necessary information is received, the committee will review and provide a written response.

- Tree Removal New Construction Fence Pool/Cabana Pergola/Patio
 Paint Driveway Ext. Landscaping Plan Addition Other

Setbacks/Measurements to all Property Lines: _____

Name of Contractor and phone number: _____

When the above is completed, please sign and email or drop off with details, sketches to:

Renaissance Property Management, 506 E. Rutland St., Covington, LA 70433
OFFICE 985-624-2900 Email: susan@renrs.com

A response letter from the Association will be mailed upon approval or denial of this request.

Signatures and acknowledgement of adjacent property owners: This acknowledgement indicates an awareness of the intent and does not constitute approval or disapproval (if applicable, two signatures required):

Name (Signature): _____ Name (Signature): _____

Applicant Signature: _____

Windermere II Architectural Review Committee Section

Commence Work:

Decision on Request: Approved: _____ Not Approved: _____ Date: _____

Committee Signature: _____ *Chairperson Signature:* _____

CHECKLIST FOR ARCHITECTURAL EXTERIOR ALTERATIONS

ALL INFORMATION MUST BE PROVIDED IN ONE SUBMISSION.
FAILURE TO PROVIDE THE INFORMATION REQUESTED WILL DELAY
THE RESPONSE. PLEASE BE SURE TO INCLUDE THE BELOW
INFORMATION AS APPROPRIATE TO THE IMPROVEMENT:

1. Sketch of improvement on plot plan showing location of improvement to house, fence, etc. Sketch must be legible with all dimensions and setbacks noted;
2. Indicate setback measurements from the improvement to rear and side property lines;
3. Colors of all exterior materials, including roof;
4. Type of exterior materials;
5. Dimensions of improvement including height if structure;
6. Tree removal requests must include reason for removal, type of tree and if plans to replace, type of replacement tree;
7. If painting exterior of house, provide paint color;