

Renaissance Lakes Homeowners Assoc.

Architectural Review Committee (ARC)

RLCA ARC, P.O. Box 371700, Decatur, GA 30037

or

renaissancelakeshoa@gmail.com

APPLICATION FOR ARCHITECTURAL APPROVAL FOR STRUCTURAL CHANGES AND/OR EXTERIOR COLOR CHANGES

Submit all requests for changes or additions to the current architectural Review chair at the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Homeowners have the right to appeal any decision by the ARC. The appeal must be in writing to the RLS Board of Directors at the above address within ten working days of the ARC decision.

Please be aware that should work be done to the exterior of your home without ARC approval, the Renaissance Lakes Homeowners Association has the right to demand the property be restored to its original condition at the owner's expense.

PROPERTY OWNERS NAME: _____
PROPERTY ADDRESS: _____
TELEPHONE NUMBER: _____
ESTIMATED COMPLETION DATE: _____

1. Narrative description of the proposed home and/or detached structure (i.e. fence, shed) improvement, change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

- If this application is for **re-painting only**, check here and go to step #3.
2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Professionally drawn plans are needed to clearly show proposed improvements including existing structures:
 - A. Plot plan - "Top-down view" - the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - B. Elevation(s) - "side view(s)" - one or more as necessary.

3. Painting

PAINT TYPE (please check one): **FLAT** **SATIN**

You must submit a list of proposed colors (PALLET), or choose from the set of pre-approved colors. We do not advise that you paint your home the exact color scheme as you next door neighbors, or those across your street. You must wait for approval before you may begin painting!

SPECIFIC COLORS:

ELEMENT	COLOR NAME	PAINT BRAND/CODE
Body		
Front Door		
Garage Door		
Trim		
Soffit/Fascia		
Decorative Features	Description:	

(BARE WOOD NOT PERMITTED)

A permit and inspection by the County of Dekalb may be needed. It is the sole responsibility of the homeowner to ensure compliance with all relevant building practices, codes, permits, and licensing requirements as such matters are beyond the scope of the Committee's review.

ADJACENT PROPERTY OWNERS

NAME	ADDRESS	CONTACTED Y/N
1.		
2.		
3.		
4.		
5.		

Unless otherwise stated, all work must be completed within sixty (60) days.

I understand that the Renaissance Lakes ARC will act upon this request within thirty (30) days of receipt. I agree not to begin improvements until the committee notifies me of their decision.

Homeowner Signature: _____ **Date:** _____

When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door.

Please include the names of all property owners having adjoining lot lines with your property and those across the street and whether you have spoken to them regarding your plans.

If your request is only to change exterior colors, this written information is not needed at this time. If the committee deems it necessary/appropriate to consult with neighbors, a letter will be sent notifying them of the proposed plans and providing them an opportunity to review a copy of the plan documents. Neighbors not requesting a copy of the plan documents will be considered as having no objection.

FOR OFFICE ONLY:

ID#: _____ **Date Received:** _____ **Received By:** _____

ARCHITECTURAL REVIEW COMMITTEE:

Approval:

Conditional Approval:

Disapproval:

Comments:

Signed:

Date:

