

# ARCHITECTURAL APPLICATION INSTRUCTIONS

## WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATION:

**EVERY MODIFICATION REQUIRES A SEPARATE FORM (I.E. Deck, Fence, and Pool should be 3 separate forms)**

1. **A House Location Survey (Certified Plat)**. A copy of your plat **MUST** be included for new construction and additions to be a permanent structure on the lot. The location of the proposed structure **MUST** be drawn/outlined on the plat. Your certified lot plat should be in your settlement paperwork and if you do not have a copy, please contact the county to get an individual or street lot plat.
2. **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings**. A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
4. **Description of Materials**. Provide a list of **ALL** materials to be used in the proposed construction.
5. **Description of Colors**. Applications for colors which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples/photos. Please circle the color you are choosing if providing a brochure.
6. **Photographs**. Photographs of your existing conditions are helpful to the Architectural Committee.
7. **Drainage**. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
8. **Signatures of Property Owners**. Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application. **Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification. (If your form does not have a signature area then this is not required for your association) Some communities require 4 neighbor signatures, please check the form.**
9. **Railing Detail**. Please be sure to reference the style of railings you propose to install on your deck and a sample picture

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- a. For **decks and fences** include numbers 1 – 9.
  - b. For **landscaping** include numbers 1 – 3, 6 and 7 & 8.
  - c. For **sheds and doghouses** include numbers 1 – 4, 6 and 7 & 8.
  - d. For **storm, screen, and front doors** include numbers 2, 5 – 6 and 8.
  - e. For **lattices** include numbers 2 – 4, 6 and 8.
  - f. For **recreation and play equipment** include numbers 1 – 6 and 8.
  - g. For **patios** include numbers 1 – 4, 6 and 8.
  - h. For **siding** include numbers 5, 7 and 8.
  - i. For **shingles (on roof)** include numbers 5, 7 and 8.
  - j. For **windows** include numbers 5, 6 and 8.
  - k. For **satellite dishes** include numbers 1, 5, 6 and 8.
  - l. For **pools** include numbers 1 – 4, 6 and 7 & 8.
  - m. For **driveways** include numbers 1, 2, 4, and 6-8
  - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 and 8.
  - o. For **home additions and/or detached garages** include numbers 1 – 6, 7 and 8.
  - p. For **color changes** include numbers 5, 6 and 8.
  - q. For **Solar Panels** include numbers 3\* and 8 \* means we need a brochure from the solar company showing the layout of the panels, spec sheet etc. Please check if your community has a solar panel resolution to ensure you are following the guidelines.
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**WOODGATE COMMUNITY ASSOCIATION - APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

ALTERNATE MAILING ADDRESS (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FIRST SUBMITTAL: YES \_\_\_\_\_ NO \_\_\_\_\_

RESUBMITTAL: YES \_\_\_\_\_ NO \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT:**

1. Consult the Covenants and CC Rules for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents via email to:

**ARCappplications@sfmtcinc.com**

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Obtain signatures of two (2) property owners who will be most affected by the change:

NAME	LOT NO.	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

(Allow 60 Days for CC approval prior to start date)

1. I agree that compliance with Woodgate Community Association Architectural Guidelines and approval by the CC do not constitute compliance with country building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be made until written approval of the CC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved
3. I agree that members of the CC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspection the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.

HOMEOWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_