

**Addendum A:
Deerlake Village Community Association
Request to Modify Exterior Construction / Landscaping/ Other**

Owner: _____ Telephone: _____

Address: _____ Email _____ Lot Number _____

Projects requiring Architectural Review Committee (ARC) Approval: Check all that apply.

- New construction * Modify existing dwelling or accessory building*
 Construct/modify deck* Install Hot Tub or Spa Screen or enclose porch/deck*
 Add a room * Add/Enlarge garage* Change exterior color Add trim
 Add shutters
 Erosion Control Plan (Required) OTHER: _____

***Attach drawings, photos, documentation. Include measurements from property lines. For any exterior painting projects, supply color samples.**

Projects requiring Landscape Review Committee (LRC) Approval: Check all that apply.

- Landscape new home (Submit to ARC with Building Plan) Modify landscaping of existing home
 Remove trees or shrubs along a common sidewalk
 Disturb ¼ acre or more (Erosion Control Plan required) Install a culvert
 Install a new fence (only on Meadows lots) Install pet enclosure (only on Mountain lots)
 Change grade affecting drainage Change materials or re-configure driveway
 Install free-standing flag pole Expand/Construct Patio
 Add/modify exterior lighting
 Tree Work: Plant Trim Top Remove Clear cut Thin-out significantly
 If requesting removal of a tree, the reason is: _____ affecting original scenic view for self or others
 dead tree diseased/damaged/dying tree too close to house threatening house
 Install landscape structure of any kind (specify type): stone wall retaining wall
 arbor trellis railing steps walkway gazebo
 OTHER _____

Attach appropriate sketches, photos, descriptions to allow the LRC to understand and evaluate the requested modifications. The nature of the required information will depend on the specific modification. Include erosion control descriptions where applicable. Where the Covenants and Rules/Regulations mandate attention to the impact on neighboring lots, or the visibility of the installation or modification from other lots or from the street, include information demonstrating that the request meets these requirements. The Committee may visit your lot at your convenience to understand your request. **NOTICE: Post approval changes must be re-submitted for approval. Owner subject to fines if deviations from approved plans are not corrected, or for work done without approval. Owner is responsible for obtaining all required City and/or County permits and inspections.**

Dates: Estimated Start _____ Estimated Completion _____

Please note: **Any landscape modification project must be completed within one year of the LRC approval date.** If, for any reason, a resident requires additional time after the one-year period, they may reapply for a new permit. This provision is not meant to place undue hardship on any resident, but to prevent a multi-phase project from continuing indefinitely.

Signature of Owner _____

Dates: Received by Committee _____ Reviewed by Committee _____ Visited _____
 Returned to Owner for re-design _____ Re-design received by Committee _____
 REQUEST APPROVED _____ REQUEST DENIED _____ OWNER NOTIFIED _____

Signature of ARC or LRC designee: _____ **DATE** _____