



## Architectural Committee Application

**Plan Submittal Requirements:** Please thoroughly review your plans and application to ensure that all required information is included. There is a review fee due with this application, see fee sheet for community (payable to the HOA). A refundable deposit may also be required (see fee sheet). Sign below & initial each item as verification that the plan submittal is complete (for items that do not apply, write n/a). **Incomplete applications will not be reviewed.** The Committee is allowed up to 30 days for application and plan review. Please contact Southwest Management Services with questions via email at [acc@southwestmanagement.net](mailto:acc@southwestmanagement.net).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Fees Submitted (Non-refundable application fee & Deposit (if applicable)):**

Check Number(s) \_\_\_\_\_  Paid By: \_\_\_\_\_

**Plan Type:** (check all that apply)

- Patio/Deck  Fence  Landscaping  Pool/Spa  
 Play Equipment (playscape, trampoline, playhouse, basketball goal, etc)  Outbuilding  Other \_\_\_\_\_

**Site Plan:** (please initial when complete or write n/a where not applicable)

*One (1) copy must be drawn to scale, showing dimensions, on a 8 1/2 x 11 sheet of paper or larger.*

- \_\_\_\_\_ name(s), address(es), telephone/fax for owner, builder  
\_\_\_\_\_ copy of the recorded plat showing the building setback lines and easements shown on site plan  
\_\_\_\_\_ indicated lot drainage provisions, and, if any appreciable changes to the lot contour  
\_\_\_\_\_ structural design, exterior elevations, description of exterior materials, colors, textures, and shapes of improvements  
\_\_\_\_\_ landscape plan, include type of sod, irrigation, plant names & plant count

**Other Approvals:** (please initial when complete or write n/a where not applicable)

- \_\_\_\_\_ fence location, height and type (if applicable), gate locations, stain color choice, must show sample style  
\_\_\_\_\_ all exterior lighting, including yard lighting (60 watt max), landscape lights, flood lighting  
\_\_\_\_\_ accessory building locations, if any (included dimensions, height, material, and color), must show rendering  
\_\_\_\_\_ swimming pool or spa location, equipment location & screening, decking/patio materials & height above grade  
\_\_\_\_\_ play equipment (playscape, trampoline, playhouse) location and dimensions, color & rendering  
\_\_\_\_\_ deck/arbor location, dimensions, materials, stain color choice, elevation above grade, must show rendering

***Ingress and Egress and storage of materials on all projects is confined to the lot owned by the submitter. Must show access location of equipment on site plan and location of storage of materials.***

