



### **APPLICATION FOR ARCHITECTURAL IMPROVEMENT – PAGE 1 of 3**

The Application should include:

- a. The completed Application form (pages 2 and 3), which provides information helpful to the ACC in determining the scope, details, and impact of the proposed Work.
- b. A site plan is required as part of some Applications (building additions, sheds, swimming pools etc.). A site plan is a scale drawing of your lot (site) which indicates dimensions of the property, adjacent properties if applicable, and all improvements including those covered by the Application. The site plan must show the location and dimension (distance in feet) from the house and from all property and setback lines to the corners or prominent points of the proposed construction. It is acceptable to utilize a copy of the house location survey provided at settlement (plat map; probably prepared by Balzer & Associates, Inc.).
- c. For major building alterations, a set of architectural drawings showing the elevation drawings of all sides indicating the complete size of building(s), and details of trim, materials and finishes. These drawings may be obtained from your general contractor or architect for this purpose. For many projects, freehand drawings will suffice.
- d. Major landscape additions or grading alterations require a landscape plan showing the entire lot, buildings, and other improvements in relation to the site of the proposed Work.
- e. Actual samples of materials, finishes and colors, along with photographs may be required for Application approval.
- f. As part of the Application package, pertinent photographs of the existing house, lot, site improvements and adjacent properties relative to the proposed Work will help the ACC in evaluating your Application.
- g. Under no circumstances should an ACC Application or approval be confused with required building permits. The homeowner must apply for and obtain all building permits required by the County of Henrico and conform to all applicable codes.



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ROYAL OAKS HOMEOWNERS' ASSOCIATION

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**APPLICATION FOR ARCHITECTURAL IMPROVEMENT – PAGE 2 of 3**

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

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Type: (check all that apply)

Roof Replacement

Building Addition

Building Addition - Shed

Painting – Windows and Trim

Painting – Building/Siding

Fencing

Swimming Pool

Landscaping

Driveway

Other, please specify: \_\_\_\_\_



**APPLICATION FOR ARCHITECTURAL IMPROVEMENT – PAGE 3 of 3**

DETAILED REQUEST (the Work): \_\_\_\_\_

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Documents attached: (check all that apply)

- Roofing material sample
- Building Addition Architectural Drawing
- Building Addition (Shed) Architectural Drawing
- Painting – Windows and Trim – Color Sample and Specification
- Painting – Building/Siding – Color Sample and Specification
- Fencing – Material Specification and Color Sample
- Swimming Pool – Design Drawing & Pool Construction Specifications
- Landscaping – Landscaping Design Plan
- Driveway – Material Specification and Color Sample
- Other, please specify: \_\_\_\_\_