

VALHALLA RESIDENCE ASSOCIATION
Architectural Approval Submittal Form
for
Minor Exterior Alterations to Existing Residence

Homeowner: _____ Date: _____

Address: _____ Phone: _____

Email address: _____

The Covenants & Restrictions, Bylaws, and Architectural Guidelines of the Valhalla Residence Association (“Association”) provide for the review and required prior approval of (a) all new construction and landscaping, (b) any exterior alterations to structures, and (c) major landscaping improvements, within the Association. This form provides you with an orderly process in submitting your plans to the Association’s Architectural Committee (“Committee”). Please contact the Committee if you have any questions regarding your proposal or this approval process.

Instructions:

Fill out the appropriate portion of this submittal form, sign and date the form, and submit it with required samples and drawings to the Architectural Committee. Please keep in mind that Committee and Board members are volunteers, and allow time to process before start of alterations. This completed form will become part of our permanent file on the property, residence, or lot for which changes are being submitted. (You may attach additional pages if necessary.)

Committee/Board Checklist:

1. Submitted to Committee on _____ (date).

Signature of Committee Member receiving the submittal.

2. Reviewed by Committee on _____ (date).

(name) _____ (name) _____

(name) _____ (name) _____

Approved as submitted, and forwarded to Board on _____ (date).

Partial Approval. Letter outlining restrictions/amendments required mailed to owner on _____

_____ (date) (copy attached).

Not approved. Letter mailed to owner on _____ (date) (copy attached).
(Owner has a right to appeal denial directly to the Board)

3. Reviewed by Board on _____ (date).

Approved as submitted to the Board. Letter sent to owner on _____ (date) (copy attached).

Partial Approval. Letter outlining restrictions/amendments required was sent to owner on _____

_____ (date) (copy attached).

Not Approved. Letter sent to owner on _____ (date) (copy attached).

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Brief Description of the Proposed Changes: _____

Please check the boxes that most accurately reflect your proposal.

Exterior Paint Color **Will paint with same color(s) now on my home**

Please note, it is unnecessary to obtain approval if you are repainting your home the same color; however, please check the box above stating your intention to do this, so that we have a record for our files. Generally, neutral, earth-tone and/or subdued colors should be used. Other colors that respect the intent of the Architectural Guidelines will be considered for approval by the Committee.

Required Attachments: **Color Samples**

Provide a manufacturer's color sample for each color to be used, along with a brief description of the specific areas where each color will be used.

Roofing Materials

Required Attachments: **Material Samples**

Please attach a sample of the proposed roofing material. Please consult the recommended materials listed in the Architectural Guidelines. Identify the manufacturer, style, weight, and warranty data of the proposed material.

Pitched Roof **Flat Roof**

Additional information if wish to provide: _____

Other materials that respect the intent of the Architectural Guidelines will be considered for approval by the Committee.

Decks, Fences, Arbors & Trellises, Gazebos, Hot Tubs, Docks, Courts, etc.

Required Attachments: Detailed drawings/blue prints are required, preferably at ¼ inch = 1 foot scale. At a minimum, the plans must include the following:

- A. **Plot Plan** – To show all property lines, setbacks, the existing home, and the location of the proposed structure.
- B. **Elevations** – To include all exterior elevations of the proposed or existing Structure. The heights, materials, colors and textures must be clearly indicated.
- C. **Building Sections & Design** –Perspectives as necessary to explain building construction.