

ENPHOA ARCHITECTURAL CONTROL COMMITTEE
Request for Exterior Alteration

Date: _____ Date Received: _____

Owner: _____ Phone: _____

Address: _____ Email: _____

This form must be completed in its entirety for the review by the Architectural Control Committee of any modification to the exterior of the dwelling or lot. Please see the following required documentation and information need for the review process.

1. A complete description of the proposed modification;
2. A detailed sketch, or copy of the plot plan of your lot, showing the location of proposed improvement, the existing house, other improvements (shed, pool, patio), and the **setbacks (measurements) to all property lines MUST BE INCLUDED;**
3. Front and side elevations drawings of the improvement or a detailed drawing or photographs;
4. Detailed list of materials must be included;
5. Dimensions and height of structure must be included;
6. Photographs of existing house and site conditions before the proposed change(s);
7. Color swatches of any painting project of any exterior improvement or dwelling;
8. Tree removal request must contain a photo of the tree to be removed, location of tree and reason for removal;
9. Fence request must include a property plot plan showing location of the dwelling and any existing fence; direction of the boards, material and height is required;
10. A grading plan must accompany any request to raise the elevation of the property with sod or fill;
11. A permit from St. Tammany Parish is required for all swimming pools and must be posted on the property PRIOR to commencement of construction.

Once all necessary information is received, the committee will review and provide a written response. **NOT PROVIDING ALL INFORMATION REQUESTED WILL DELAY THE REVIEW PROCESS.**

- Tree Removal New Construction Fence Pool/Cabana Pergola/Patio
 Paint Shed Driveway Ext. Landscaping Plan Addition Other

Color: _____ Materials: _____

Height: _____ Structure Dimensions: _____

Setbacks/Measurements to all Property Lines: Rear _____ Left Side _____ Right Side _____

DESCRIPTION: _____

Name of Contractor and phone number: _____

When the above is completed, please sign and email, mail or drop off with details and plans to:

Renaissance Property Management, 506 E. Rutland St., Covington, LA 70433
OFFICE 985-624-2900 Email: susan@renrs.com

The Architectural Control Committee will review this request and provide a response as quickly as possible. Please consider the review period when planning your improvement. A response letter from the Association will be mailed upon approval or denial of this request. I agree not to begin this improvement until I receive written approval.

Applicant Signature: _____

Estates of Northpark Homeowners Association Architectural Control Committee Section

Commence Work:

Decision on Request: Approved: _____ Not Approved: _____ Date: _____

Committee Signature: _____ *Chairperson Signature:* _____