

**ENPHOA ARCHITECTURAL CONTROL COMMITTEE**  
***Request for Exterior Alteration***

Date: \_\_\_\_\_

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. A photo of the property that includes the location of the proposed improvement must be attached to this request; upon completion, a photo of the improvement must be submitted for compliance with the ACC approved request;
4. Front and side elevations drawings of the improvement or a detailed drawing or photographs;
5. Detailed list of materials must be included;
6. Dimensions and height of structure must be included;
7. Photographs of existing house and site conditions before the proposed change(s);
8. Color swatches of any painting project of any exterior improvement or dwelling;
9. Tree removal request must contain a photo of the tree to be removed, location of tree and reason for removal;
10. 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;
11. A grading plan must accompany any request to raise the elevation of the property with sod or fill;
12. A permit from St. Tammany Parish is required for all swimming pools and must be posted on the property PRIOR to commencement of construction.
13. **DUMPSTER, POD OR RENOVATION TRAILER:** Any containers such as a pod, dumpster, moving trailer, etc., on a property for moving or renovations for longer than 48 hours, must be approved by the Board of Directors. A request stating the dates and duration must be submitted using this form and submitted to the property management company for review and approval by the Board of Directors.

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  
 Pod, Storage Container, Dumpster

**Description of Improvement:** \_\_\_\_\_

**Setbacks/Measurements to all Property Lines:** Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

Material Color: \_\_\_\_\_

Type of Material and Color: \_\_\_\_\_

Height of Structure: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Name of Contractor and phone number: \_\_\_\_\_

When the above is completed, please submit this completed form, plans, photos, drawings, etc. through your Appfolio online portal by selecting "Submit New Review" under Architectural Review Requests. Should you have any issues submitting through your portal, please send an email to Renaissance at [susan@renrs.com](mailto:susan@renrs.com).

Renaissance Property Management, 506 E. Rutland St., Covington, LA 70433

Direct Line: 985-326-7171 Email: [susan@renrs.com](mailto: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. By submitting this document for review, you agree not to begin this improvement until you receive written approval.***