

**Pointes of Plantation Pointe Architectural Guidelines**

**EXHIBIT E**

**ALTERATIONS, MODIFICATIONS OR CHANGES TO EXISTING  
STRUCTURES AND/OR LANDSCAPE REQUEST**

(Submit completed form to ARC Chairman)

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**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Lot Number(s):** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Project Type:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The proper and accurate completion and submission of this form, including attachment of all the applicable documents specified below, to the Pointes of Plantation Pointe Architectural Review Committee at the letterhead address, will satisfy the requirements necessary for the conduct of the approval process of the Applicant's request for alterations, modifications or changes to an existing structure or landscaped lot. Applicants are to certify completion of the submission requirements by placing their initials in the space provided following the applicable item numbers listed below.

1. \_\_\_\_\_ Application to be submitted at least seven (7) days prior to a scheduled ARC meeting which is normally held on the 1<sup>st</sup> Thursday of each month.
2. \_\_\_\_\_ A written description of the requested project including the estimated amount of time it will take to complete the project.

**For Alterations to an Existing Structure**

1. \_\_\_\_\_ Two (2) copies of the applicable original elevation drawings of the structure.

# **Pointes of Plantation Pointe Architectural Guidelines**

## **EXHIBIT E (continued)**

2. \_\_\_\_\_ Annotations on these elevation drawings which clearly and accurately depict the requested alterations or two (2) copies of the revised elevation drawings at a minimum scale of 1/8" = 1', as provided by an Architect or Designer.
3. \_\_\_\_\_ The original site plan of the property which shows the approved building pad, house footprint, walkways and driveways, annotated to depict the exact location and dimensions of the proposed alteration, if applicable.
4. \_\_\_\_\_ Provide descriptive data and/or samples of exterior materials and colors to be used, including the brick, stucco, siding, shingles/roofing, cornice, columns, railings, trim, windows and doors.

### **For Repainting**

1. \_\_\_\_\_ Two (2) copies of the applicable original elevation drawings of the structure.
2. \_\_\_\_\_ Annotations on these drawings identifying the areas to be repainted and the colors proposed.
3. \_\_\_\_\_ Color chip(s) or samples of the proposed paint(s) to be used and the manufacture, type paint, color and paint number.

### **For Reroofing**

1. \_\_\_\_\_ The manufacturer, style, name and color of the roofing material(s) and/or a sample of the roofing material (shingle).

### **For Landscape Alterations**

1. \_\_\_\_\_ Two (2) copies of the original ARC approved landscaping plan (if available).
2. \_\_\_\_\_ Annotation on these plans identifying the proposed alterations or two (2) copies of the revised landscaping plan drawn at a minimum of 1" = 20' scale showing the house footprint, plantings, lawn areas, mulched areas, shrubbery beds and natural areas for the entire lot.

**Submitted by:** \_\_\_\_\_