**ARC # \_\_\_\_\_\_**

**LEHOA ARCHITECTURAL REVIEW COMMITTEE, *Request for Exterior Alteration***

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

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Property Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ!** Please complete this form in its entirety and indicate alteration below and provide full details of purpose and/or reason, type of materials and color(s) to be used and location on property. A sketch of any improvements must be on a property plot plan indicating the location, setbacks and details to the home and property lines. If new construction, an electronic set is required and a hard set may be requested. Attach additional details, architectural plan, paint colors, materials, photos, specifications, etc. Homeowner is solely responsible for obtaining any necessary State of Parish permits. Once all necessary information is received, the committee will review and provide a written response. **THIS RESPONSE WILL NOT BE SUBMITTED TO THE ARC UNTIL ALL INFORMATION IS PROVIDED TO RENAISSANCE ALONG WITH A PROJECT DEPOSIT FEE. ALL INFORMATION MUST BE ON THE FORM AND SETBACK MEASUREMENTS ON YOUR SKETCH AND THIS FORM BEFORE SUBMITTING. THIS WILL HELP THE PROCESS GO QUICKER.**

🞎 Tree Removal 🞎 New Construction 🞎 Fence 🞎 Pool/Cabana 🞎 Pergola/Patio

🞎 Paint 🞎 Driveway Ext. 🞎 Landscaping Plan 🞎 Addition 🞎 Shed 🞎 Other

**PROVIDE DETAILS HERE, MATERIALS, COLORS, DIMENSIONS, ETC.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Setbacks/Measurements from structure to all Property Lines – REQUIRED!**

Right \_\_\_\_\_\_ Left \_\_\_\_\_\_ Rear \_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_\_\_

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

When the above is completed, please sign and email or mail to: Renaissance Property Management, 506 E. Rutland St., Covington, LA 70433, OFFICE 985-624-2900 Email: [susan@renrs.com](mailto:susan@renrs.com)

***A response letter from the Association will be mailed upon approval or denial of this request.***

**Applicant Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| *Lakeshore Estates HOA Architectural Review Committee Section* |
| *Commence Work:*  Decision on Request: Approved: \_\_\_\_\_\_\_ Not Approved: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Committee Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Chairperson Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**CHECKLIST FOR ARCHITECTURAL EXTERIOR ALTERATIONS**

ALL INFORMATION MUST BE PROVIDED IN ONE SUBMISSION. FAILURE TO PROVIDE THE INFORMATION REQUESTED WILL DELAY THE RESPONSE. PLEASE BE SURE TO INCLUDE THE BELOW INFORMATION AS APPROPRIATE TO THE IMPROVEMENT:

1. Project review fee must be issued by the owner of the property and received before review will begin. See ARC steps for the fee amount;
2. If new construction, Checklist must be completed and part of the package;
3. Sketch of improvement on plot plan showing location of improvement to house, fence, etc. Sketch must be legible with all dimensions and setbacks noted;
4. Indicate setback measurements from the improvement to rear and side property lines;
5. Colors of all exterior materials, including roof;
6. Type of exterior materials;
7. Fence plan must be on a property plot plan with house indicating where the fence begins at the home and any existing fence must be denoted. Color, height and material must be included.
8. Dimensions of improvement including height if structure;
9. Side and front elevations must be included for pool and boathouse;
10. Tree removal requests must include reason for removal, location of tree, type of tree and if plans to replace, type of replacement tree;
11. If painting exterior of house, provide paint color;
12. Elevations of 1st floor and garage must be clearly indicated on new construction plans;
13. Brick/drop ledge measurement and details must be clearly indicated on new construction;
14. Electronic set of plans is required if new construction, hard set may be requested by ARC.