



PROPERTY IMPROVEMENT APPLICATION (PIA) SUBMISSION CHECKLIST

To help expedite your Property Improvement Application processing, please review the following checklist of items you may need to submit with your application. Please note that each project needs to be submitted on a separate PIA and include a new Plat/Lot Survey.

Projects such as Home additions, Decks, Patios, Pools and Saunas, Patio Covers, Flag Poles, Gazebos, Pergolas, Sheds, Greenhouse, Enclosures, Walkways, Fencing, Landscaping Screens, Trees, Landscaping, Plantings, Play Equipment, Outdoor Furniture, Outdoor Decor, Rain Gutters, Siding replacement, etc.

- Plat/Lot Survey specifying the project location.
- Photo of the project location.
- Colored pictures or samples of materials to be used on the project.
- Architectural drawings, renderings or a colored photo of what the completed project will look like upon completion.
- Dimensions of the project such as length, width, height.
- If the project is a permanent fixture over or in a utility easement, include a copy of the Utility Companies approval.
- Provide as much information about your project & the materials you are going to use as possible. (We do not need to know the cost of the project)

Painting Exterior of Home, Sheds, Doors, Gutters or Trim and Fence Staining

- If you are repainting or fence staining with previously approved colors by the ARC, you do not need to submit a PIA.
- If you are painting or staining a different color than previously approved by the ARC, include paint/stain swatches and brand, the name of the paint colors, and a colored picture of the home's exterior.

Door Replacement or Storm Door Installation

- Color Photo of the new front or back doors being installed.
- Color Photo of the exterior of the home.

Roof Replacement on Home, Patio Cover or Shed

- If you are replacing your roof with previously approved roofing by the ARC, you do not need to submit a PIA.
- Picture of roofing material to be installed, if different from what is currently on the home, patio cover, or shed.

Note: Please review Appendix A for a listing of items that do not require a PIA.