EXTERIOR CHANGE APPROVAL

If you have not already reviewed your community's **Architectural Guidelines**, please refer to the *Community Info > Documents* area of the Association's website page.

REQUIRED DOCUMENTS FOR A COMPLETE APPLICATION
Click the project links below for more information:

ARBOR	FENCE	PATIO EXTENSION	SHED
AWNING	GAZEBO	PERGOLA	SOLAR PANELS
BASKETBALL GOAL	GUTTERS	PLAYSET	TRAMPOLINE
DECK	HOUSE ADDITION	POOL	TRASH BIN SCREENING
DECK EXTENSION	LANDSCAPING	PORCH	TREE REMOVAL
DRIVEWAY EXTENSION	LANDSCAPE REPLACEMENT	RADON DEVICE	
EXTERIOR LIGHTING	OUTDOOR KITCHEN	RETAINING WALL	OTHER
EXTERIOR PAINTING	PATIO	ROOF REPLACEMENT	

Important Note: Homeowners are responsible for obtaining any required **town, city, or county permits.**

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents/images.**

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Which projects do not require HOA approval? Any work that does not alter the appearance of your property or change the flow of stormwater from your property. **Examples include** maintenance projects such as repainting your home with the same paint color, deck repairs, replacing shingles, doors, windows, shutters, siding, or exterior lighting with matching styles/materials/size/color, planting same species of plant in an existing plant bed, or repaving your driveway using the same material as the existing driveway.

Arbor

Project Description	A full description of the project, including the dimensions.
Images/Specs	A photo example of the arbor structure or website link with photos/specs.
Current photo of your property	A photo of your property where the proposed structure will be located.
Official Survey or Lot Image	Mark the proposed location for the structure within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Awning

Project Description	A full description of the project, including the dimensions, material, and style.
Images/Specs	A color photo example of the awning or website link with photos/specs.
Current photo of your property	A photo of the exterior of your home where the awning will be installed.

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Basketball Goal

Project Description	A full description of the project.
Images/Specs	A photo example of the basketball goal or a website link with photo/specs.
Current photo of your property	A current photo of your property where the basketball goal (and new cement pad, if applicable) will be located.
Official Survey or Lot Image	Mark the proposed location for the basketball goal within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	If a cement court is being added, please include a photo example of the material being used, the dimensions, and indicate the proposed location within your property lines.

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Deck

Project Description	A full description of the project, including materials and dimensions.
Images/Specs	A sketch/digital rendering or photo example of what the deck will look like when complete.
Current photo of your property	A photo of your property where the deck addition will be located.
Official Survey or Lot Image	Mark the location of the proposed deck addition/modification within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Deck Extension

Project Description	A full description of the project, including materials and dimensions.
Images/Specs	A sketch/digital rendering or photo example of what the deck will look like when complete.
Current photo of your property	A photo of your property where the current deck is located.
Official Survey or Lot Image	Mark the location of the current deck and the proposed location for the deck extension within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Exterior Lighting

Project Description	A full description of the project, including the material and style.
Images/Specs	Photo example of the new exterior lighting/light fixture.
Current photo of your property	A photo of your property where the exterior lighting will be installed.

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Exterior Painting

Project Description	A full description of the exterior project, including paint brand/name/number.
Images/Specs	Photo or online paint sample.
Current photo of your property	A photo of the exterior of your home as it is currently.
Note:	Some HOAs may require homeowners to confirm that there are no other houses with the same/similar paint color within a certain number of houses in close proximity or have specific paint colors and/or color scheme requirements. You can check your community's guidelines on the Association's website under *Community Info -> Documents*. Repainting your home with same paint color does not require HOA approval.

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

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Fence

Project Description	A full description of the project, including the fence height, style, and material.
Images/Specs	A photo example of the fence style.
Current photo of your property	A current photo of your property where the fence will be installed.
Official Survey or Lot Image	Mark the proposed location of the fence and fence gates within your property lines. (Some HOAs may also require landscape screening to be noted on the survey.) The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	If you plan to attach your fence to an existing adjacent fence, you must also submit the 'Permission to Attach to an Existing Fence' form. This form can be downloaded from the *'Community Info'* area of the HOA website.

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4. Upload **all required project documents**/images**.**

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Gazebo

Project Description	A full description of the project, including materials and dimensions.
Images/Specs	A photo example of the gazebo structure or website link with photos/specs.
Current photo of your property	A photo of your property where the proposed structure will be located.
Official Survey or Lot Image	Mark the proposed location for the structure within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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4. Upload **all required project documents**/images**.**

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Gutters

Project Description	A full description of the project, including the material and dimensions.
Images/Specs	A photo example or website link for the new gutters.
Current photo of your property	A photo of your house showing the current gutters.
Note:	Replacing your current gutters with the same style (material, size, color) gutters does not require HOA approval.

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4. Upload **all required project documents**/images**.**

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House Addition

Project Description	A full description of the project, including materials, style, and dimensions.
Images/Specs	A contractor's sketch or digital rendering of the proposed addition, showing elevation levels.
Current photo of your property	A current photo of your house/property where the proposed addition will be located.
Official Survey or Lot Image	Mark the location of your current home and the proposed location for the addition within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	Please refer to your community's guidelines for any additional requirements.

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Landscaping

Project Description	A full description of the project.
Images/Specs	A plant list or landscape plan.
Current photo of your property	A current photo of your property where the landscape modifications will be located.
Official Survey or Lot Image	Mark the location of each proposed landscape modification within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Landscape Replacement

Project Description	A full description of the project.
Images/Specs	A plant list or relandscape plan.
Current photo of your property	A current photo of your property where the landscape modifications will be located.
Official Survey or Lot Image	Mark the location of each proposed landscape modification within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Outdoor Kitchen

Project Description	A full description of your project, including dimensions, materials, and style.
Images/Specs	Photo example of the materials and equipment being installed (pavers/stamped concrete/stone, outdoor grill/kitchen/sink/bar, pergola, etc.).
Current photo of your property	A photo of your property where the proposed outdoor kitchen area will be located.
Official Survey or Lot Image	Mark the proposed location of the patio addition, and any other features being added as part of this project, within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Patio

Project Description	A full description of your project, including the dimensions.
Images/Specs	Photo example of the material being used (pavers, stamped concrete, stone, etc.).
Current photo of your property	A photo of your property where the patio addition will be located.
Official Survey or Lot Image	Mark the proposed location of the patio addition, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Patio Extension

Project Description	A full description of your project, including the dimensions.
Images/Specs	Photo example of the material being used (pavers, stamped concrete, stone, etc.). or confirm the material will match the existing patio.
Current photo of your property	A photo of your current patio.
Official Survey or Lot Image	Mark the location of your current patio and the proposed location of the patio extension, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Pergola

Project Description	A full description of your project, including the dimensions, material, style.
Images/Specs	A photo example of the pergola structure..
Current photo of your property	A current photo of your property where the pergola will be located.
Official Survey or Lot Image	Mark the proposed location for the structure within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Playset

Project Description	A full description of your project, including the dimensions.
Images/Specs	A photo example of the playset structure..
Current photo of your property	A current photo of your property where the playset will be located.
Official Survey or Lot Image	Mark the proposed location for the playset structure within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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Pool

Project Description	A full description of your project.
Images/Specs	A digital rendering of the pool project (your contractor will typically provide this). Photos of the materials that will be used (pavers, stone, travertine, etc.) and features that will be added (pergola, firepit, hot tub, etc.). Description of backwash location, if applicable.
Current photo of your property	A current photo of the exterior of your property where the pool and other additions will be located.
Official Survey Plot Plan	Mark the proposed location for the pool and ALL other modifications/additions related to this property, including the fence/fence gates (new or existing), within your property lines.
Landscape Plan	A plant list or landscaping plan for privacy screening/buffering, if not already existing.
Pool Fence	**If a new fence will be installed (required if not existing)**, please include the fence height and a photo example of the fence style.

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Porch

Project Description	A full description of the project, including materials and dimensions.
Images/Specs	A sketch/digital rendering or photo example of what the porch will look like when complete.
Current photo of your property	A photo of your property where the porch addition will be located.
Official Survey or Lot Image	Mark the proposed location of the porch addition/modification within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	Porch Enclosures: If you plan to enclose the existing patio/deck without changing the existing footprint of the home, then a survey/lot image is not required.

TO SUBMIT YOUR APPLICATION ONLINE:

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

UPDATE YOUR CURRENT APPLICATION:

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***PRECLOSING AND NEW OWNERS:** It can take 2-4 weeks from your closing date for your new account to be set up with PPM. **To submit your exterior project application before your account is established,** please email arc@ppmral.com to request the Application Form for your community. Note that any approval granted will be contingent upon your recorded ownership of the property.

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Radon Remediation Device

Project Description	A full description of the project, including dimensions.
Images/Specs	A photo example of the radon remediation device or a website link with photos/specs.
Current photo of your property	A photo of the exterior of your home where the proposed radon remediation device will be installed.

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4. Upload **all required project documents**/images**.**

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Retaining Wall

Project Description	A full description of your project, including the dimensions (height, width).
Images/Specs	A photo example or website link showing the materials being used.
Current photo of your property	A current photo of your property where the retaining wall will be located.
Official Survey or Lot Image	Mark the proposed location of the retaining wall within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

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Roof Replacement

Project Description	A full description of your project.
Images/Specs	A photo example of the new shingles.
Current photo of your property	A photo of your home showing the current roof/shingles.
Note:	Replacing your home's current shingles with the same style, color, and material shingles does not require HOA approval.

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

UPDATE YOUR CURRENT APPLICATION:

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2. Select your current application.
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Shed

Project Description	A full description of the project, including dimensions.
Images/Specs	A photo example of the shed structure.
Current photo of your property	A current photo of your property where the shed will be located.
Official Survey or Lot Image	Mark the proposed location for the shed/structure within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	HOAs generally require shed structures to match the color/style/material of the home. Some also require landscape screening to be installed (if not existing).

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

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Solar Panels

Project Description	A full description of the project.
Images/Specs	A brochure from the solar panel company with a photo example of the panels and general specifications, and a digital rendering showing the proposed location on your roof where each panel will be installed.
Note:	Front/Street-facing solar panel roof placement requires a viability report from the solar panel company.

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4. Upload **all required project documents**/images**.**

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Trampoline

Project Description	A full description of the project, including dimensions.
Images/Specs	A color photo example of the trampoline or website link with images/specs.
Current photo of your property	A current photo of your property where the trampoline will be located.
Official Survey or Lot Image	Mark the proposed location for the trampoline within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	HOAs generally require shed structures to match the color/style/material of the home. Some also require landscape screening to be installed (if not existing).

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2. Click the "See All" button in the **Architectural Request** section located on the main dashboard screen.
3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

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Trash Bin Screening

Project Description	A full description of the project, including the height, style, and material.
Images/Specs	A photo example of the trash bin enclosure.
Current photo of your property	A current photo of the exterior of your property where the enclosure will be located.
Official Survey or Lot Image	Mark the proposed location for the enclosure and enclosure gate within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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4. Upload **all required project documents**/images**.**

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Tree Removal

Project Description	A full description of the project, including the type/species of tree and approximate height and width.
Images/Specs	A current photo of the tree(s) to be removed.
Replacement Landscape Plan	Provide a plant list/relandscape plan, if applicable.
Official Survey or Lot Image	Mark the location of each tree within your property lines. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.
Note:	Tree removal projects should include the reason for removal and a relandscaping plan (if applicable). Some HOAs also require a letter from a certified arborist. Please also refer to the city/town for any tree removal requirements/restrictions.

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images**.**

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Required Documents For A Complete Application

Project Description	Provide full details, including dimensions, materials, and style (as applicable).
Images/Specs	Upload a photo example, sketch/digital rendering, or website information with images and specs.
Current photo of your property	A photo of the exterior of your property where the proposed modification(s) will be located.
Official Survey or Lot Image	Mark the location of each proposed modification within your property lines. *This is required for any modification located beyond the main dwelling or any project that changes the existing footprint of the main dwelling. The official survey is preferred, however, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website for an image of your lot with the property lines and any easements shown.

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