

Application/Checklist for Alteration of Home Exterior or Lot (Page 1 of 3)

Site/property address _____ Div/Blk/Lot _____

I own this property. I am financially current on all GLC obligations. I am aware of the GLC Governing Documents and A&Z Guidelines. I know the A&Z Committee may visit the property site.

(signed) _____

Owner _____ Phone _____

Owner home address _____ Date submitted to A & Z _____

Agent (name, phone) _____ (Letter required)

Contractor _____ Lic # _____

Project: Remodel ___ Addition ___ (<100 sq ft) Driveway ___ Deck ___ Retaining wall ___ Other ___

Describe project: (purpose, materials, dimensions, height) _____

(N/A = Not Applicable) A&Z sign/date

Submittal Requirements:

1. Proof of required survey for GLC files. (If location of property lines uncertain.) _____
2. Plot Plan drawing showing buildings, property lines, significant features, proposed project, dimensions, setbacks. (see page 2) _____
3. Include a drawing or picture of proposed final project. _____
4. Is county permit required? Y ___ N ___ A copy for GLC. _____

A&Z Submittal Review: (for A&Z use only)

1. Owner or agent ID verified. If agent, owner letter filed. _____
2. Requirements of GLC Covenants and Restrictions and A&Z Guidelines met including size, height and setbacks. _____
3. If in Div 10 or 11, is project in Glenroad right-of-way? Y ___ N ___
(If Yes, Glenroad may place other conditions on project.) _____

(Ensure Plot Plan and all supporting documents are clearly marked with Div/Blk/Lot and Date.)

GLC Application/Checklist for Alteration of Home Exterior or Lot (Page 2 of 3)

Div/Blk/Lot_____ Application Date_____ (Owner to draw Plot Plan below.)

GLC Application/Checklist for Alteration of Home Exterior or Lot (Page 3 of 3)

(Below for A&Z use only)

Div/Blk/Lot _____ Application Date _____

Processing _____

Disapproved _____ Date _____ A&Z Chair sign _____

Approved _____ Date _____ A&Z Chair sign _____

A&Z member initials _____

A&Z Remarks: _____

GLC staff sign/date

GLC Administrative Review: (for GLC office use only)

1. Verify proof of Lot Ownership _____
2. Current on all GLC financial obligations _____
3. Glenroad, Inc. notified if in Div 10 & 11 and part of project is in right-of-way _____

Date GLC Permit issued/copy filed _____

GLC Remarks: _____

