



## What Information to Provide

*This is an ever-growing list of common requests. If you do not see your type of request listed, please email [hoasubmittals@archplanreview.com](mailto:hoasubmittals@archplanreview.com) to request a detailed comprehensive list of what to provide for the improvement you are requesting.*

### **GUTTERS:**

- (1) Gutter layout plan drawn/created by the gutter contractor. This plan must show all gutter, downspout & splash block locations.
- (2) Photo of gutter type to be used.
- (3) Photo of gutter color to be used.
- (4) Photo of the front of the home to accurately show exterior colors of home.

### **EXTERIOR LIGHTING:**

- (1) Lighting layout plan drawn/created by the contractor. This plan must show all light fixture, exposed conduit, & hardware locations.
- (2) Photo of or link to exact fixtures to be installed (of actual fixtures AND of the fixtures in use on a home in which it is already installed).
- (3) Photo of lighting color to be used [for non-holiday times] (ex: white, warm).
- (4) Photo of the home from street view to accurately show proposed install locations.

### **SOLAR PANELS:**

- (1) Panel layout shown on roof plan. This plan must include all roof protrusions, vents and items that would prevent placement of panels in their locations.
- (2) Boxes, hardware and conduit layout shown on the side of the home in which they will be placed. This plan should show the proposed location of all items that will be placed on the side of the home to include any power cell/batteries, etc.
- (3) Photo of solar panels and any power cell/batteries.

**SHEDS:**

- (1) Proposed location shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Detailed contractor plans to show square footage, max height at roof peak, framing materials, exterior material types, exterior material colors, exterior material locations, roof style, roof pitch, roof materials, roof material color, foundation type (concrete pad, gravel/pavers, etc.), foundation dimensions (height, length, width), and any additional details you feel would assist the review of the shed.
- (3) Photos of the front, sides and rear of your home.
- (4) Photos of the front, sides and rear fencing types.

**DRIVEWAY EXTENSIONS:**

- (1) Proposed location shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Exact widths of the portions of concrete to be added.
- (3) Confirm that the extension will be constructed with equal or better quality of concrete as your existing driveway.

**LANDSCAPE EDGING:**

- (1) Proposed location of all proposed landscape edging shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Photo example of the proposed design of landscape edging. This photo must reflect the material type and the way in which it will be stacked. For example: brick or stone; single layer or stacked; etc.
- (3) Confirmation on if the edging will be dry-stacked or concrete/mortared.
- (4) Photo of all proposed materials to be used. These photos should reflect the specific stone, brick, rock, wood selection to be used.
- (5) Photo of the home from street view so that we can confirm that the proposed materials will match the exterior of the home.
- (6) Max height above grade.

**POOLS:**

- (1) Proposed location of proposed Pool/Pool Decking/Pool Coping/Pool Equipment Location, Construction Ingress/Egress Point, and Fencing Types/Gate Locations shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Distances from outer edge of pool coping (not water) & pool decking to side and rear property lines.
- (3) Max height above grade for Pool/Pool Decking/Pool Coping.

**UNCOVERED PATIO/DECK (BOTH EXTENSION & STAND-ALONE):**

- (1) Proposed location of proposed patio/deck shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Confirm if it's an extension to your home or a stand-alone patio/deck.
- (3) Photo of the back of the home from rear fence view where the proposed improvement will be placed.
- (4) Square footage/surface area of flooring.
- (5) Confirm flooring material: concrete, wood, trex, stone, pavers, etc.
- (6) Photo example of flooring design. This photo must reflect the design, material and color being proposed for flooring.
- (7) Max height of flooring above grade (surface to be stood on).
- (8) Plans for under-pinning if applicable.
- (9) Confirm if railing will be installed.
- (10) Confirm railing material: metal, wood, trex, masonry wall, etc.
- (11) Photo example of railing design. This photo must reflect the design, material and color being proposed for railing.
- (12) Max height of railing above grade.
- (13) Photo of the rear of the home from rear fence view to show the area in which the proposed improvement would be installed.

### **PATIO COVERS/PERGOLAS/GAZEBOS:**

- (1) Proposed location shown on a copy of your official survey. Your official survey will clearly show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. It will also give APR your full legal address so that we can be sure to address the correct governing documents applicable to the section in which you reside. You will find your official survey within your closing documents from when you purchased your home.
- (2) Detailed contractor plans of patio cover design to include proposed sides and rear drawings, max height above grade at tallest point, all dimensions, roof pitch, post sizes, post locations, locations of masonry use, max height above grade of concrete flooring, etc.
- (3) Explanation and photos of materials to be used: posts/framing/roofing/masonry/wood stain/paint.
- (4) Specify if detached from or attached to the home.
  - a. If attached: new roof plan to reflect new roof addition & pitches

### **ACCESSORY STRUCTURE WITH HVAC & ELECTRICAL – NO PLUMBING:**

1. For the Accessory Structure w/ Electrical & HVAC, please include the following information:
  - i. Contractor's Elevation Pages to show a to-scale front, sides and rear of the proposed accessory structure.
    1. Must specify which exterior material will go where on the exterior.
    2. Must specify roof pitches.
    3. Must specify max height at tallest point of structure.
  - ii. Photos of the exterior materials, windows, doors, roofing to be used. If the same as on the home, please still provide photos. Photos can be of the home.
  - iii. Proposed location shown on a copy of your official survey.
    1. Any proposed flatwork must also be shown on the survey.
  - iv. Photo of the material for any proposed flatwork.
  - v. Max height above grade for any proposed flatwork.

### **FRONT DOOR CHANGE:**

- (1) Photo of your home from street view clearly showing the current front door type & color.
- (2) Link to/photo of the proposed front door. If this photo does not reflect the color being proposed, please be sure to provide a branded paint/color via a link or a digital swatch.

### **EXTERIOR COLOR SCHEME CHANGE:**

- (3) Photo of your home from street view to clearly reflect the current color scheme.
- (4) Link to/photo of the proposed paint colors – please specify which color will go where (ex: trim, garage door, window frames, front door, etc.)
- (5) Photos from street view to clearly show the exterior color schemes of your 3 neighbors' homes to the left, 3 neighbors' homes to the right & 3 neighbors' homes directly across the street.

**ROOFING COLOR/MATERIAL CHANGE:**

- (1) Photo of the home from street view to clearly show the current roofing color/material.
- (2) Photo of or link to the exact proposed roofing color/material.
- (3) Photos of other existing homes that have the same roofing color/material being requested.

**FENCING:**

- (1) Proposed location of any proposed/existing fencing & proposed/existing gates on copy of official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Photo of proposed fencing & gate styles.
- (3) Description of proposed fencing materials & gate materials.
- (4) Proposed height of fencing & gates.
- (5) Proposed width of any new gates.
- (6) Distance from front corners of the home to proposed fence tie-in locations.

**MINI A/C UNITS:**

- (1) Confirm if the mini ac unit will be installed within a wooden privacy fence.
  - a. Mini A/C unit may not be visible from the street or to any neighboring lot.
- (2) If the proposed unit is outside of a wooden privacy fence, provide how the unit will be screened from street view or any neighboring lot.
  - a. Must be screened from view from any street by an approved screening element or sufficient landscape screening.
- (3) Photo of color that all visible conduit/piping will be painted.
  - a. All visible conduit or piping must be painted to exactly match the exterior of the home.
- (4) Photo of proposed location of mini ac unit.
- (5) Proposed location shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.

**GARAGE DOOR STYLE CHANGE:**

- (1) Photo of your home from street view to clearly show the current garage door.
- (2) Link to/photo of the proposed garage door style & color.

**PLAYSCAPES:**

- (1) Proposed location shown on a copy of your official survey. Your official survey will show the build lines (B.L.) & easements (P.U.E., D.E., etc.) if they exist on your lot. You will find your official survey within your closing documents from when you purchased your home.
- (2) Distances in feet between proposed location and side/rear fences.
- (3) Photo of the exact playscape being proposed that reflects the exact colors being requested.
- (4) Length & width & height (at its tallest point) of the proposed playscape.