

**DELONG LAKE VILLAS HOMEOWNER'S ASSOCIATION**

**DESIGN REVIEW REQUEST**  
**(Existing Home)**

This form must be completed and submitted with all plans for which design review is required. Please provide the following information.

NAME: \_\_\_\_\_ LOT NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONES:

DAYS: \_\_\_\_\_ EVENING \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

Review the choices of design review requests below and check the most appropriate box. **Pay close attention to the detailed information provided with each box.** This information tells you what must be included with your submittal in order for your request to be deemed "complete". **Incomplete submittals will result in design review delay.**

☐ Fences - Provide as-built survey with proposed fencing drawn in. Provide material type (chain link is prohibited). Insure that the fence does not exceed 6-foot height restriction. Indicate how the fence will be finished (painted to match the home, stained, etc).

☐ Landscaping, Changes - Provide drawing indicating changes/additions. (Depending on extent of changes/additions, this may be an informational submittal only).

☐ Decks, New or Extensions - Provide as-built survey with proposed location of deck clearly marked. Indicate material type, dimensions, detail work (railings, built-in benches, built-in flower boxes, hot tubs, etc).

☐ Additions to Home - Provide as-built drawing, architectural drawings, and description of add-on. Be sure to detail windows, doors, material types, exterior painting, start-up and completion dates.

☐ Other, Waiver Request - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If this is a waiver request, provide detailed explanation as to why you feel a waiver is appropriate).

***Over, please***

**To speed up the review process**, make sure you have all required information included with your submittal. You may deliver your **complete** submittal to the management office or directly to the Design Review Committee Chairman (a resident in your neighborhood).

Please remember that the Design Review Committee's review is limited to examinations of the request to ensure compliance with the Association's covenants. No compliance or non-compliance with Municipal, State, or national building codes and standards is implied by this approval. It is the responsibility of each individual homeowner to ensure compliance with such codes.

The Association strongly recommends the use of properly licensed, insured and, if applicable, bonded contractors.

-----

*To be completed by Design Review Committee:*

Sign-off: Reviewed and recommended for Board approval by the Design Review Committee Members on \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

-----

*To be completed by the Board of Directors:*

Sign-off. Reviewed and approved by at least three Board members as designated below:

\_\_\_\_\_

\_\_\_\_\_