

**GRANDE' MAISON OWNER'S ASSOCIATION, INC**  
**ARCHITECTURAL REVIEW COMMITTEE, *Request for Exterior Alteration***

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete this form in its entirety and indicate alteration below and provide full details of purpose and/or reason, type of materials and color(s) to be used and location on property. **Please note the setbacks/measurements of the improvement structure to all property lines.** A sketch of any improvements must be on a property plot plan indicating the location, setbacks and details to the home and property lines. Attach additional details, sketch to scale or architectural plan, paint colors, materials, photos, specifications, etc. Homeowner is solely responsible for obtaining any necessary State of Parish permits. Once all necessary information is received, the committee will review and provide a written response. **THIS RESPONSE WILL NOT BE SUBMITTED TO THE ACC UNTIL ALL INFORMATION IS PROVIDED TO RENAISSANCE. ALL INFORMATION MUST BE ON THE FORM AND SETBACK MEASUREMENTS ON YOUR SKETCH AND THIS FORM BEFORE SUBMITTING. THIS WILL HELP THE PROCESS GO QUICKER.**

- |                                       |                                           |                                           |                                      |                                        |
|---------------------------------------|-------------------------------------------|-------------------------------------------|--------------------------------------|----------------------------------------|
| <input type="checkbox"/> Tree Removal | <input type="checkbox"/> New Construction | <input type="checkbox"/> Fence            | <input type="checkbox"/> Pool/Cabana | <input type="checkbox"/> Pergola/Patio |
| <input type="checkbox"/> Paint        | <input type="checkbox"/> Driveway Ext.    | <input type="checkbox"/> Landscaping Plan | <input type="checkbox"/> Addition    | <input type="checkbox"/> Other         |

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**Setbacks/Measurements to all Property Lines:** Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_

Name of Contractor and phone number: \_\_\_\_\_

When the above is completed, please sign and email or drop off with details, sketches to:

Renaissance Property Management, 506 E. Rutland St., Covington, LA 70433  
OFFICE 985-624-2900 Email: [susan@renrs.com](mailto:susan@renrs.com)

***A response letter from the Association will be mailed upon approval or denial of this request.***

**Applicant Signature:** \_\_\_\_\_

*Grande' Maison Owner's Association Architectural Review Committee Section*

***Commence Work:***

Decision on Request: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Signature: \_\_\_\_\_ Chairperson Signature: \_\_\_\_\_

## **CHECKLIST FOR ARCHITECTURAL EXTERIOR ALTERATIONS**

ALL INFORMATION MUST BE PROVIDED IN ONE SUBMISSION. FAILURE TO PROVIDE THE INFORMATION REQUESTED WILL DELAY THE RESPONSE. PLEASE BE SURE TO INCLUDE THE BELOW INFORMATION AS APPROPRIATE TO THE IMPROVEMENT:

1. Sketch of improvement on plot plan showing location of improvement to house, fence, etc. Sketch must be legible with all dimensions and setbacks noted;
2. Indicate setback measurements from the improvement to rear and side property lines;
3. Colors of all exterior materials, including roof;
4. Type of exterior materials;
5. Dimensions of improvement including height if structure;
6. Tree removal requests must include reason for removal, type of tree and if plans to replace, type of replacement tree;
7. If painting exterior of house, provide paint color;