

APPLICATION CHECKLIST: Exterior Color Change

STONEHILL VILLAGE DESIGN REVIEW BOARD

The following checklist can assist in the preparation of your application to change an exterior color on your Lot. This applies when you are painting / staining your deck or porch (initially, or if you are changing a previously approved color); repainting your home in a new color; or repainting an exterior element of your home or an exterior element of an Accessory Structure on your Lot. This checklist doesn't replace or supersede the Governing Documents for Stonehill Village.

- Review the standards in the Community Design Review Standards, the Rules & Regulations for the Community DRS, and the Neighborhood Design Review Standards for your Neighborhood
 - **Part 2.04** of the Rules & Regulations for the Community DRS details the required application contents (see also **Article Four** of the Community DRS)
 - **Part 3.04(E)** of the Rules & Regulations for the Community DRS details the general standards for Porches, Decks and Patios in all of Stonehill Village (see also **Article Five** of the Community DRS)
 - **Article Six** of the Community DRS details the construction requirements
- Complete the Post-Construction Improvement Application (*attached to the Rules & Regulations for the Community DRS as Schedule 2*)
 - The Owner must sign the Application (not the contractor)
- If this application is for an existing Improvement that has been properly approved by the DRB previously, you do not need to provide a site plan under **Part 2.04(E)(1)** of the Rules & Regulations for the Community DRS
- Gather *clear* photos and samples of the existing Primary Structure, Landscaping and Accessory Structures located on your Lot, and photos and/or samples of all materials you intend to use
 - Capture all relevant angles so the DRB can clearly see how your proposed Improvement will impact the existing condition of your Lot, neighboring Lots and Common Areas
- Pay the fee for the application (*see Schedule 3 of the Rules & Regulations for the Community DRS*)
- Submit your application to the DRB using one of the methods listed on page 2 of the Post-Construction Improvement Application
- When you have received notice that your application has been approved or conditionally approved, you may begin the work – and be sure to complete it within 6 months of the approval
- When the work is complete, notify the DRB using the same method by which you submitted your application. They will then review it and issue a Certificate of Completion, so that Association records reflect the fact that your Improvement complies with the Governing Documents.