

**SCIOTO RESERVE MASTER ASSOCIATION
Addendum A**

APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project

No application will be approved without adequate information.

Please complete the following information and submit this with plans, drawings, and/or literature to:

Scioto Reserve Master Association
C/o Capital Association Management Partners
3755 Attucks Drive
Powell, Ohio 43065

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____ **UNIT #** _____

COMMUNITY _____

TYPE OF ALTERATION/MODIFICATION (S) REQUESTED:

_____ Play Structure _____ Fence

_____ Landscape Improvements _____ Other

Other/Specifications: _____

Estimated completion date for project(s): _____

Please check your Master Declaration of Covenants, Easements, Conditions and Restrictions for specifics pertaining to your community and note that all alterations/modification must be approved.

Your application for Alteration/Modification [*has*] [*has not*] been approved.

Signature of Association, Agent, or ARB Officer

Date: _____

Note: _____

Applications that deviate from pre-approved policy will have to be inspected by the agent for the Association, which could take up to 30 days to complete the application review. Please include a \$10.00 review fee with your application made payable to Capital Association Management Partners. After you have received approval from the Association, contact the City of Delaware to receive your permit (if necessary). **Also, be sure to read your Master Declaration of Covenants, Easements, Conditions and Restrictions before you proceed.** City of Delaware may require an approval letter from the Association and a site plan depicting your lot/home. Copies of your specific lot are included in your documents that you received at closing.

City of Delaware - Permits
Building Department
Delaware, OH 43065
(740) 548-7313

Architectural Review Fee of \$10.00 Received _____

Scioto Reserve Master Association

The Architectural Design Review Board (DRB) reviews site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications of existing structures. No construction of installation shall commence without prior written approval of the DRB and all require government approval. This includes and is not limited to new construction, additions, alterations, decks, patios, terraces, and landscaping.

The following is a schedule of information required at each review. Only complete submittals will be considered.

- Complete copy of the Alteration/Modification Application.
- Two (2) sets of complete **building drawings and site plans** with specifications for the building and other permitted structures to include any existing wetlands limit lines.

Site Plans - Accompanying the application form, you will need a copy of your property's site plan (survey map). If your project includes an addition or modification to your existing home (i.e. deck, fence, additional room, etc.), the dimensions should be indicated to scale on the survey map. This will assist the DRB in comparing the project to your lot, property boundaries, setback restrictions, and any adjacent Association Common Property. Site plans are not required for applications for a change of exterior color, roofing, doors and windows.

Drawings - All the work to be performed as a result of this application shall be drawn to a scale of 1/4" = 1' and this scale must be noted on the drawings. Drawings are to be of professional quality, equal to or better than the drawings shown in the appendices. Drawings must be neat, showing at least 2 views or elevations, (front view, and top view (plan view)). An additional elevation may be required to show all important features.

Submitted elevations must be drawn on the appropriate and related elevation of the existing house or building in the background or at the side. This is to indicate how the new work will fit with the existing. Roof lines of all new work must show all existing roof lines and be drawn to the same scale.

Examples of work which require drawings include, but are not limited to, decks, building additions, in-ground pools, roof line changes, fencing, spas, play equipment, and physical landscaping changes. Examples of work not requiring drawings are color changes, modifications to roofing shingles, door and window replacement, and driveway repairs unless the dimensions or locations are altered. For these types of work, photographs must be included in an application.

In Addition The Architectural Plans shall include:

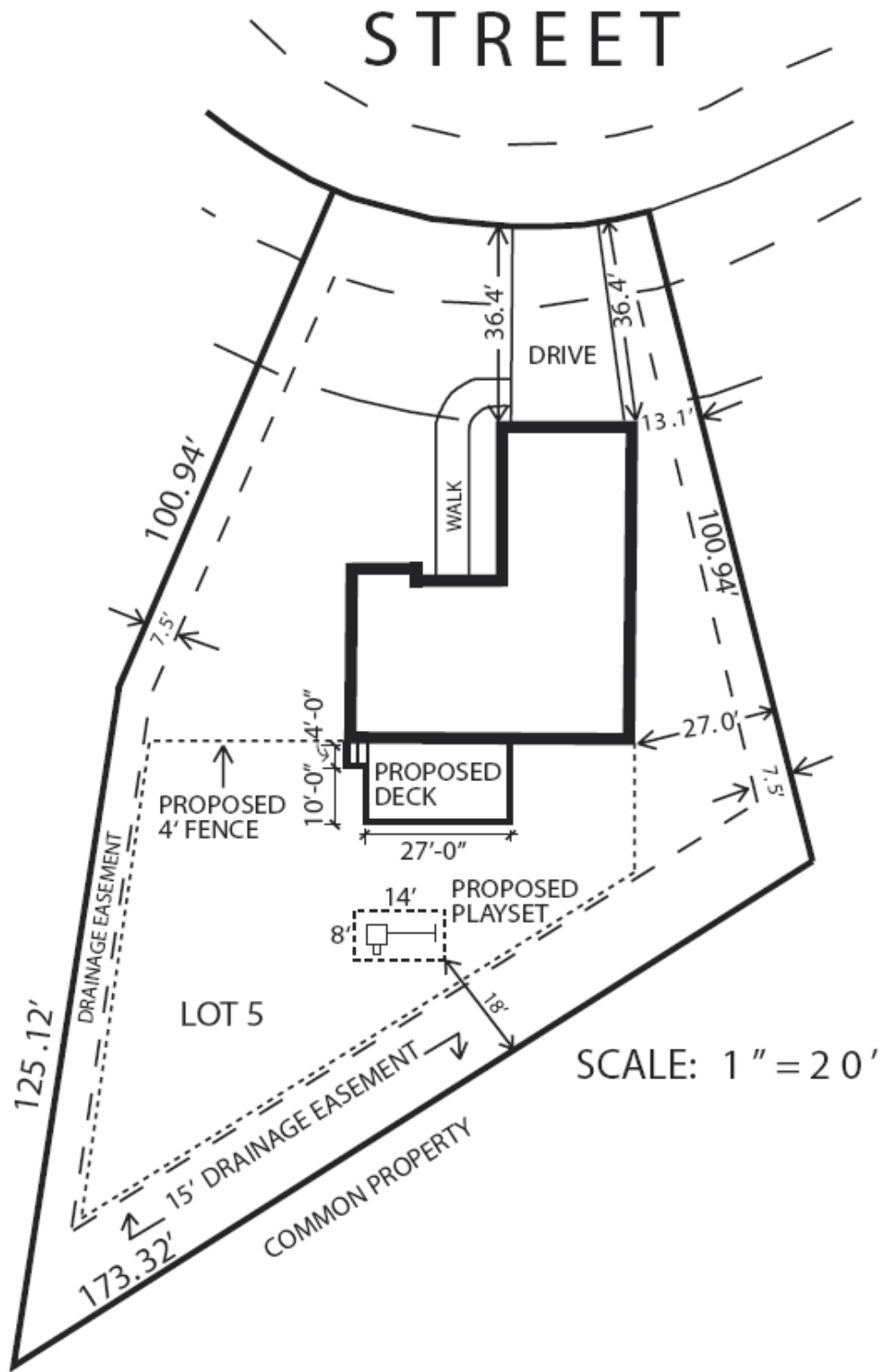
- Floor plans for all floors.
- All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- Selection of all exterior materials and finishes.

All Landscape Plans shall include:

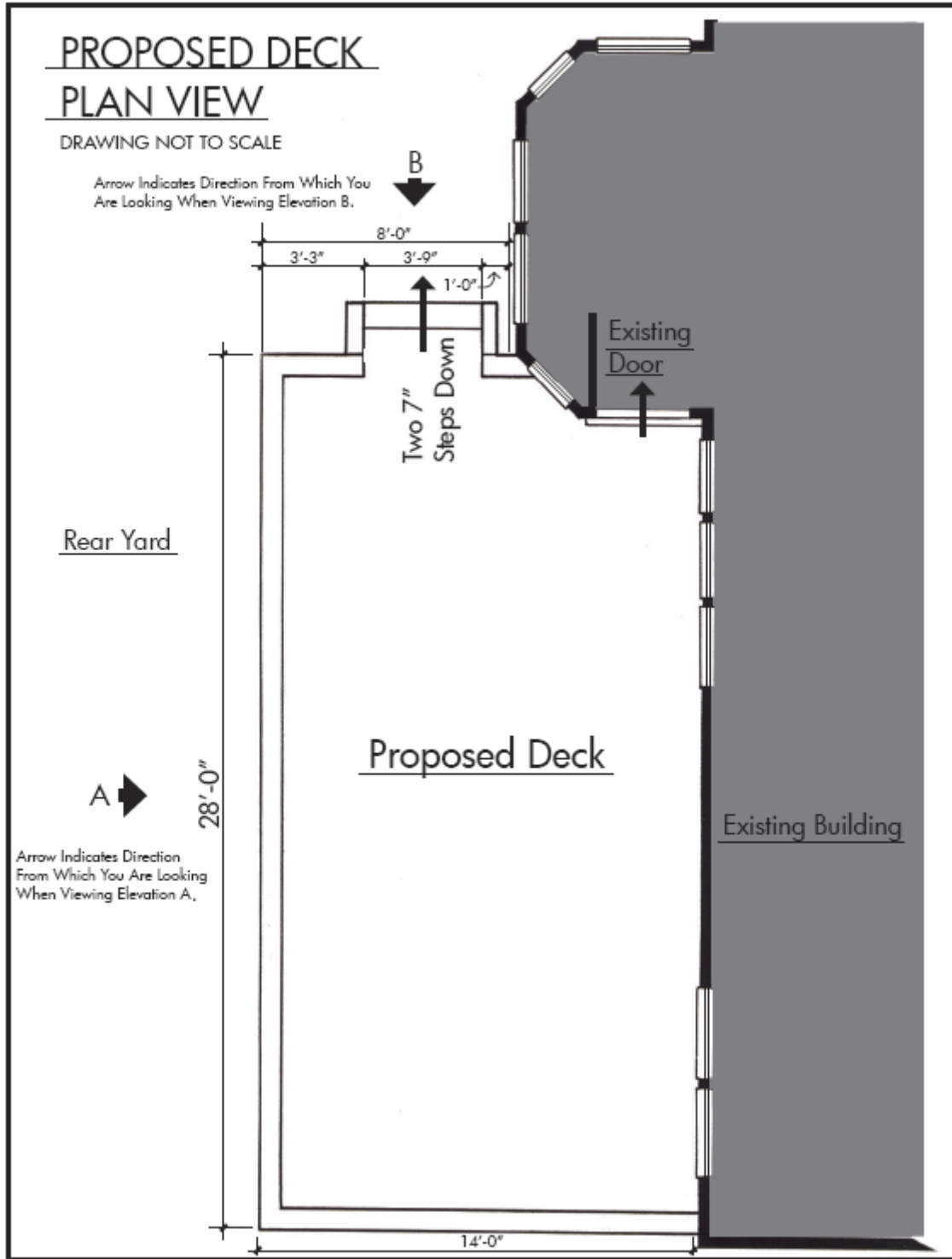
- Two (2) complete sets of Landscape drawings and specifications.
- Landscape Plan should show:
 1. Existing and proposed trees.
 2. Proposed tree/vegetation removal.
 3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
 4. Pool/screen enclosures.
 5. Pool, air conditioning, and irrigations equipment and method of screening.
 6. Basketball pole location.
 7. Utility meters, air conditioning condensers and method of screening.
 8. Low voltage landscape lighting with fixtures and transformer types and locations.
 9. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on Site Plan.
 10. Playground equipment.
 11. Plant materials list

Site Plan Example

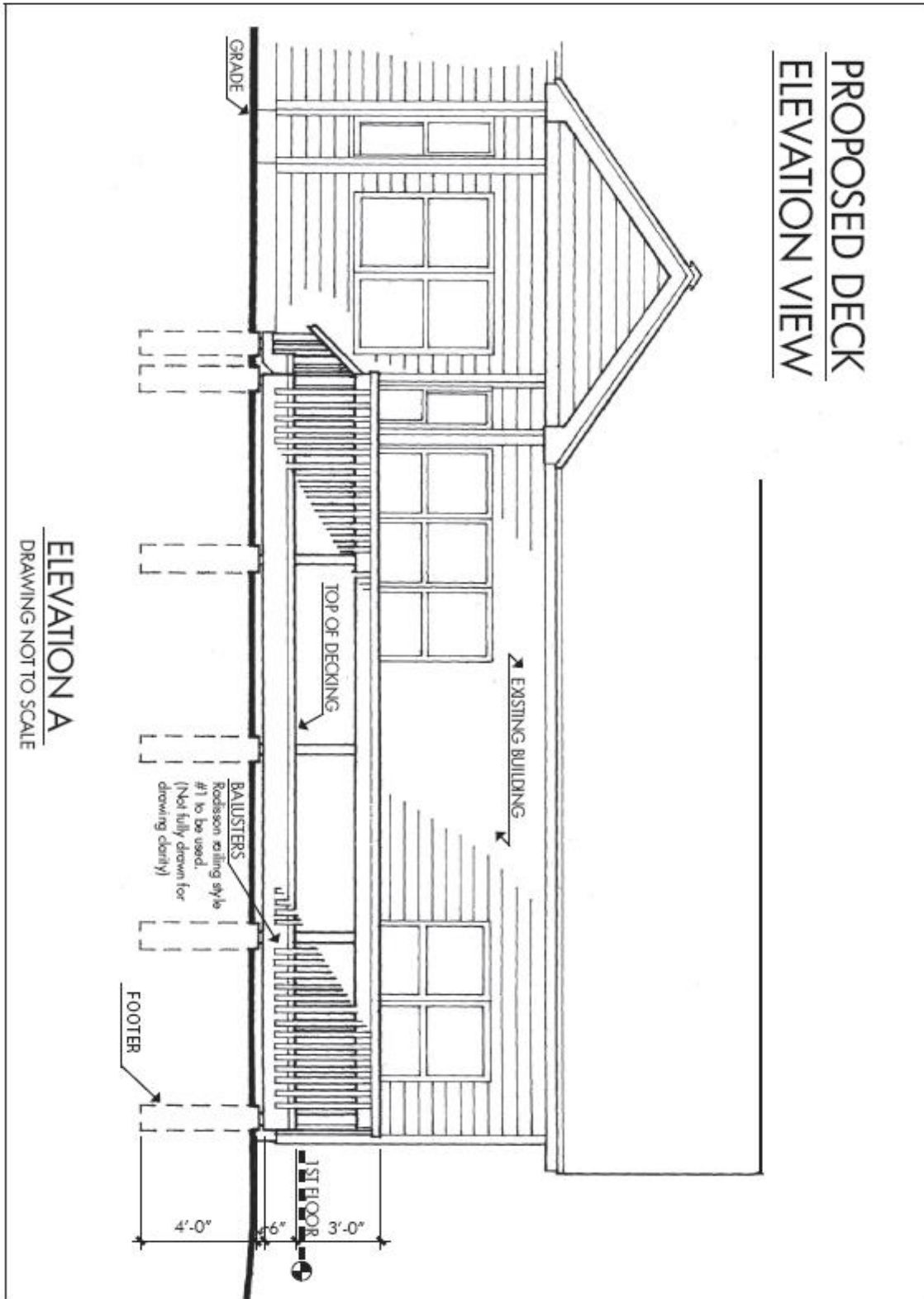
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Plan Drawing of Deck Example



Rear Elevation Drawing of Deck Example



Side Elevation of Deck Example

