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Architectural Standards Committee (ASC)

General Application Form (Use Tree Removal Form for Tree Requests)

PROPERTY INFORMATION

Owner Name: _____ Street address: _____

(We have your mailing address on file.)

Phone Number: _____

How would you like us to communicate with you? U.S. Mail (X) OR E-mail: (X)

(If selecting e-mail, please provide your e-mail below.)

E-mail: _____

(Please print clearly and include only one e-mail address.)

Is your home a Detached (Single Family) or an Attached (Cluster)?

Detached: (X)

Attached: (X)



REQUEST FOR APPROVAL

Please provide a brief description of the project below. Attach a detailed description to this form as well as required information specified in the Architectural Standards Guide for your project. Examples include drawings, property survey, product brochure information, photographs of your home, color samples, etc. The Architectural Standards Guide may be found at www.radissoncommunity.org and the RCA Office. **Applications submitted before 9am the day of the meeting will be reviewed that evening. Applications submitted after 9am the day of the meeting will be reviewed at the next scheduled meeting.**

I attest that all information is true and correct to the best of my knowledge. I understand that this application will expire 12 months from the date of approval. **I agree to take no action to implement this project until receipt of the final decision.**

OWNER'S SIGNATURE (Required) _____

Signatures must be legal property owner(s) or agent as power of attorney.

REVIEW PROCESS

The schedule for ASC Meetings is available online at www.radissoncommunity.org. The committee generally meets once a month from November through March and twice a month from April through October. You should submit for approval four weeks prior to your anticipated need for approval (to start work) in order to provide time for re-submittal in case your request is pended.

Application results will be sent to you by e-mail or standard mail within 3-5 business days following the meeting date. For increased efficiency in response times to residents, please do not call the ASC Department with application status questions during the 3-5 business days following the meeting. We will notify you as quickly as possible after the meeting.

An application is approved when notice is given to the applicant in writing by the ASC or its designated representative. No verbal approvals are given.

The ASC will issue one of these four decisions:

“Approved”: means approved as submitted.

“Approved with Contingency”: means approved only if stated contingencies are met.

“Pended”: means application is not approved for construction and requires more information before a decision can be made.

“Denied”: means not approved for construction. Reasons for disapproval will be given in writing. The ASC may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re-submittal by the applicant for review before any approvals can be given.

Should an application be denied, and the applicant feels that the submittal was misinterpreted they may complete an ASC Appeal Request form (will be supplied to applicant for any denied application). The ASC Appeal Request form must be returned to the RCA office ten days after notice of denial and the appeal will be reviewed at the next scheduled ASC meeting.

Approved Project Window Sign: Once your project is approved a “Radisson Approved” window sign will be issued to you. This window sign must be placed in a window that can be seen from the street during the duration of your project. Once your project is complete please return the window sign to the RCA office. This will notify the ASC that your project is complete.

One Year Completion Deadline: All residential modifications must be completed within one year of ASC approval. If the project is not completed within one year of the approval, the approval will expire and the application must be resubmitted for approval.

Final Inspections: Upon completion of construction, a final inspection, by the ASC Administrator, will be made to determine if all requirements of the initial approval have been met. Based on a satisfactory final inspection, an ASC letter will be issued to the applicant indicating the project meets the Standards set forth by the ASC.