



DATE STAMP

## Architectural Standards Committee (ASC) Send questions to [asc@radissoncommunity.org](mailto:asc@radissoncommunity.org). **Deck Application**

**Application Deadline: 9am on the business day prior to an ASC Meeting** (ex. Mon meeting/Fri deadline), apps received after deadline will be processed for the next scheduled meeting. Submit app earlier to allow time to address missing or incomplete info. The AS Dept may have property details like surveys, colors, materials on file; email them to request info for your app, if needed. You will be notified of your app being Approved, Pended for more info, or Denied, within 3 to 5 business days after the meeting at which it is reviewed. Please provide a valid email address and check your email in the days after the meeting (junk folder included); this is the quickest way to find out the status of your app. A paper copy will be mailed as needed.

### PROPERTY INFORMATION (Please print clearly)

Owner Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
House Type: \_\_\_ Detached \_\_\_ Attached (Patio/Townhouse/Cluster)

### REQUEST FOR APPROVAL

Brief project description: \_\_\_\_\_  
Provide a separate detailed description (if needed)

### CHECK LIST

Brief Description

Detail Description

### REQUIRED MATERIALS drop off or email materials/photos: [asc@radissoncommunity.org](mailto:asc@radissoncommunity.org)

Please review the guidelines in the Architectural Standards Guide\* and provide materials/information as specified. *Detached House Guide, page 21. Attached/Cluster Guide, page 20.*

Refer to Guide

**Property Survey:** Show the proposed location on the survey. Indicate any nearby structural elements (such as driveway, fences, etc.) and any existing or proposed landscaping in the area.

Property Survey

**Write Measurements on Survey:** Distance from property lines to the edges of the proposed deck and stairs, fencing and/or other nearby elements.  
(this list is an example of the basic requirements, see Deck section of Guide for all required measurements)

Measurements

**Landscaping:** Indicate planting beds, trees, shrubs and any related materials.

Landscaping

**Photos:** Provide color photos showing the area of the proposed deck. Include nearby architectural elements. We suggest a mix of photos, some broad and general and some showing more detail.

Photos

**Drawings:** Provide to-scale drawings of deck and stairs. Include all dimensions, location of railing and stairs must be clearly indicated.

Drawings

**Stairs:** On at least one drawing, include dimensions of tread and risers as well as the total length.

Stairs

**Elevation Drawings (Side):** Provide two (or more) side view elevation drawings of the proposed deck. Include the distance from grade to the top of the proposed decking boards (floor of the deck). Examples of drawings are in the ASC Guide.

Side Elevation

**Required Materials list continues on back...**

\*The Guides are on the Architectural Standards web page at [radissoncommunity.org](http://radissoncommunity.org).

**REQUIRED MATERIALS CONTINUED**

**CHECK LIST**

**Elevation Drawing (Top):** Provide a top view elevation drawing of the proposed deck.  
Include the dimensions of each side of deck.

**Top Elevation**

**Decking/Stair Materials/Colors/Style:** Specify material \_\_\_ Natural Wood \_\_\_ Non-Wood  
If Natural Wood, indicate stain's color name, manufacturer, and provide color chip/swatch.

**Decking Details**

\_\_\_\_\_  
If Non-Wood, provide images/brochure pages indicating design, material, and color selection.

**Railing Materials/Colors/Style:** Specify material \_\_\_ Natural Wood \_\_\_ Non-Wood

**Railing Details**

If Natural Wood, indicate selection of Radisson railing style. \_\_\_\_\_  
Also, indicate stain's color name, manufacturer, and provide color chip/swatch.

\_\_\_\_\_  
If Non-Wood, provide images/brochure pages indicating railing design, material, and color selection.

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**OWNER'S SIGNATURE**

I attest that all information is true and correct to the best of my knowledge. I understand that this application will expire 1 year from the date of approval. **I agree to take no action to implement this project until receipt of the final decision.**

**SIGNATURE (Required)** \_\_\_\_\_  
Signature must be that of legal property owner(s) or agent as power of attorney.

**STATUS**

\_\_\_ Application is complete as submitted.

**OR**

\_\_\_ Additional materials will be submitted  
via email \_\_\_  
brought to the RCA Office \_\_\_

**AND** I understand this application will not be processed until these materials are received.