



DATE STAMP

**Architectural Standards Committee (ASC)** Send questions to [asc@radissoncommunity.org](mailto:asc@radissoncommunity.org).  
**Door Application (pedestrian, storm, screen, overhead garage doors)**

**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) \_\_\_ Condo/Apartment

**REQUEST FOR APPROVAL**

**CHECK LIST**

**Brief project description:** \_\_\_\_\_

**Brief Description**

**Provide a separate detailed description (if needed)**

**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 23. Attached/Cluster Guide, page 23.*

**Refer to Guide**

**Number of Doors:** \_\_\_\_\_ Complete a section for each door. Use Window App for Patio/Sliding doors.

**Door Count**

**Color Agreement:** Prefinished color descriptions can be inaccurate. If, upon installation, any color does not exactly match, I agree to paint the item in accordance with ASC guidelines. \_\_\_\_\_  
(Overhead garage door will match the siding or trim. Storm door will match the trim or main entry door.)

**Initial the Agreement**

**Door 1** Circle and label selections on brochure pages, color chips and other materials accordingly.

**Label Door Details**

**Type of Door:** \_\_\_ Pedestrian \_\_\_ Storm/Screen \_\_\_ Overhead Garage

**Type of Door**

**Status:** \_\_\_ Replace Existing Door (same size/frame) \_\_\_ Install New Door (not previously existing)

**Status**

**Location:** \_\_\_ Front Entry \_\_\_ Back \_\_\_ Side \_\_\_ Garage Entry \_\_\_ Overhead Garage

**Location**

**Style/Color:** Provide images/brochure pages that show the style, design, color, glass/grid design (if any), ornamental accessories, dimensions, etc.

**Style**

**Color:** If not in brochure pages, provide color sample.

**Color**

***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**

**Sidelight Details** (*if any*): Model number, glass design, exterior color.

**Sidelight**

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

**Photos**

**Drawings:** For a new door where one did not previously exist, provide a to-scale drawing showing the exact location of the proposed door on the façade of the house. Include door dimensions. Include the dimension from nearest corner of house or from an existing window or door.

**New Door Drawings**

**Door 2** Circle and label selections on brochure pages, color chips and other materials accordingly.

**Label Door Details**

**Type of Door:** \_\_\_ Pedestrian \_\_\_ Storm/Screen \_\_\_ Overhead Garage

**Type of Door**

**Status:** \_\_\_ Replace Existing Door (same size/frame) \_\_\_ Install New Door (not previously existing)

**Status**

**Location:** \_\_\_ Front Entry \_\_\_ Back Entry \_\_\_ Side Entry \_\_\_ Garage Entry \_\_\_ Overhead Garage

**Location**

**Style/Color:** Provide images/brochure pages that show the style, design, color, glass/grid design (*if any*), ornamental accessories, dimensions, etc.

**Style**

**Color:** If not in brochure pages, provide color sample.

**Color**

**Sidelight Details** (*if any*): Model number, glass design, exterior color.

**Sidelight**

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

**Photos**

**Drawings:** For a new door where one did not previously exist, provide a to-scale drawing showing the exact location of the proposed door on the façade of the house. Include door dimensions. Include the dimension from nearest corner of house or from an existing window or door.

**New Door Drawings**

**Additional Doors:** Attach a separate page, including the information specified.

**More Doors:** \_\_\_ Y \_\_\_ N

**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.