



DATE STAMP

Architectural Standards Committee (ASC) Send questions to asc@radissoncommunity.org.

Roof 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

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

Please review the guidelines in the Architectural Standards Guide* and provide materials/information as specified. *Detached House Guide, page 49. Attached/Cluster Guide, page 44.*

Refer to Guide

Photos: Photographs of entire home, taken from street if possible. For repairs, also show the portion of the roof to be repaired.

Photos

Shingle Info: Indicate Type ___ Architectural ___ 3-Tab ___ Other (*specify*) _____

Shingle Details

Manufacturer: _____

Product Line: _____

Color Name: _____

Repairs: Describe location and dimensions of roof repair.

Repair Details

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 2 years 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.

*The Guides are on the Architectural Standards web page at radissoncommunity.org.