



DATE STAMP

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

Window/Patio Door Application (windows, sliding doors, french 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

Please review the guidelines in the Architectural Standards Guide* and provide materials/information as specified. *Detached House Guide, page 60. Attached/Cluster Guide, page 54.*

Refer to Guide

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. _____
(initial to agree)

Agreement

Complete Replacement: Are all windows on the house being replaced? Yes ___ No ___

Replacement/Match

If no, will new windows match the existing windows that will not be replaced? Yes ___ No ___

Required Materials list continues on back...

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

REQUIRED MATERIALS CONTINUED

CHECK LIST

Window/Door Details: Indicate how many of Each Style of Window/Door to be installed and where. **Details/Counts**

Replace Existing: Replacing an existing window/patio door with the same size window/door.

New Install: Installation planned where a window/patio door does not currently exist. Drawings are required for new installations. (see below)

WINDOW STYLE	Replace Existing	New Install	Location(s) Front, Back, Side
Single Hung			
Double Hung			
Sliding/Gliding			
Casement			
Awning			
Fixed			
Other (specify) _____			
PATIO DOOR STYLE			
Sliding Glass Door			
French Door			
Other (specify) _____			

For Each Style Window/Patio Door indicated, please submit the following and label accordingly: **Label Details**

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

Style/Materials/Color: Provide images/brochure pages indicating window/patio door design, glass design, material, and color selections (exterior color and trim around window/patio door). **Style**

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

Grids/Grilles: If installing grids/grilles, provide images/brochure pages indicating design, material, and color selection. **Grids/Grilles**

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

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.