



Additional fees will apply for extensive revisions. Changes made without prior approval may jeopardize the refund of your completion deposit.

## Change to Approved Design - Review Application

This application is used when changes to a previously approved plan are desired.

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Submitting Application:  Owner  Designer  Contractor

**Submittal Requirements: One hardcopy of complete application package must be submitted, by the deadline, to the IDC for review. It's the homeowner's responsibility to print out & supply all requirements to complete the submittal and deliver it to the IDC office for review. This pertains to all additional items and/or revisions requested by the IDC after the initial review. Please also email, to the IDC, the complete submission in a .pdf format for filing purposes.**

- Include appropriately scaled, detailed professional drawings with measurements of proposed change.
- Include cutsheets, color chips, pictures, plant schedule, and any other support material needed.
- Include picture(s) of existing area where change is proposed and identify where this is on the property.
- Explain reasons for the design change to your previously approved design below.

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**Note:** Complete hardcopy applications must be submitted by noon on Tuesday prior to an IDC meeting. The complete application should be e-mailed to [idc\\_ion@outlook.com](mailto:idc_ion@outlook.com) for filing purposes. IDC meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month unless otherwise noted. The IDC has 30 days from the submission date to notify you of their decision. IDC approval is valid for 6 months. If approved project isn't started within 6 months from approval date or if a reviewed application requiring additional items to be submitted has nothing submitted within 6 months, the application expires, and a new application will be required. Approved projects must be completed in 12 months from approval date.