



**Application Review Fees: \$100**  
Make checks payable to the I'On Assembly  
**Note: Incomplete submittals will not be reviewed.**

IDC Permit \_\_\_\_\_

## Minor Property Changes - Review Application

**Use for:** Changing existing exterior paint colors, changing exterior material that's different from existing, adding/removing/changing of Shutters, Doors, Windows, Exterior lighting, Roof material, Gutters, Solar Panels, Screening of existing porches, etc. Landscape/hardscape changes within a small section of yard.

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

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

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

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

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

**Contractor:** \_\_\_\_\_

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

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

**Person Submitting Application:**     Owner     Contractor

**List proposed change(s) and explain reasons for change:**

---

---

---

---

---

---

---

---

**Submittal Requirements: One hardcopy of complete application package must be submitted, by the deadline, to the IDC for review. It is 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.**

- \_\_\_\_ Detailed drawings with dimensions of existing & proposed change for a minor façade change.
- \_\_\_\_ Photos of all 4 facades of house
- \_\_\_\_ Label location(s) of new item(s) to be installed
- \_\_\_\_ Manufacturer cutsheet & color for all proposed material (doors, shutters, windows, solar panels, gutters, roof material, etc.)
- \_\_\_\_ Detailed drawings or photos of mounting style and hardware for all shutters.
- \_\_\_\_ Paint chip(s) for color or stain finish

- For small landscape changes provide:**
- \_\_\_\_ Photos of current existing area being changed.
  - \_\_\_\_ Provide a property survey & label area of change.
  - \_\_\_\_ Identify any plant material or hardscape being removed.
  - \_\_\_\_ Identify new plant material species, location, size & quantity.
  - \_\_\_\_ For hardscape, identify material, include picture or cutsheet of material, pattern and show proposed location and dimensions .

**For exterior paint changes provide:**

- \_\_\_\_ Photos of the front and back of the house as it currently looks.
- \_\_\_\_ Photos of the 2 neighbor’s house on either side.
- \_\_\_\_ Color chip(s) for each new color or stain proposed. Optional color choices are welcomed.
- \_\_\_\_ Clearly indicate which elements you are proposing to change and list proposed color for each item.

**Products and Materials Specifications:**

**Fill out the appropriate items that pertain to your specific exterior change request. Include cutsheets, pictures, and/or samples for proposed new material & color chips for new paint or stain.**

**Paint/Stain Color Changes**

<u>Element</u>	<u>Existing Exterior Color</u>	<u>Proposed New Color</u>
Exterior Trim Color	_____	_____
Siding/Stucco Color	_____	_____
Foundation Color	_____	_____
Shutters Color	_____	_____
Entry Door Color	_____	_____
Porch Ceiling Color	_____	_____
Garage door Color	_____	_____

**Material and/or Product Changes (include color)**

<u>Element</u>	<u>Existing Material</u>	<u>Proposed New Material</u>
Roofing	_____	_____
Gutters	_____	_____
Windows	_____	_____
Shutters	_____	_____
Entry Doors	_____	_____
Garage Doors	_____	_____
Exterior Lighting	_____	_____

**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) in a .pdf 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.