

# Application Checklist for Shutter Changes.

(Adding, removing, style change)

## Required application items:

\_\_\_\_\_ **Review Fee**

\_\_\_\_\_ **Pictures** of house or building elevations where proposed shutter will be installed or changed.

\_\_\_\_\_ Provide **shutter manufacturer spec sheet** with photo or brochure indicating shutter material, style, size, and color. All shutters are to be operational.

\_\_\_\_\_ Provide **mounting hardware spec sheet** with photo or photo with details. Include a picture of proposed shutter dogs.

\_\_\_\_\_ **For Bahama shutters:** Show mounting locations and provide mounting details showing how you intend to mount and attach the Bahama shutters to the house.

NOTE: Louvered shutters should be installed with slats facing up when shutters are open.