



**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.** (Non-structural changes)

**Max. of 3 items per application.**

Examples: changing any exterior paint color on house, and/or fence, changing the design or material of any existing exterior item(s) and/or adding new or removing any existing exterior item(s). Use for a small design change to one façade that alters the exterior look. Use for installing insect screening on existing porches.

One hardcopy of the complete application package must be delivered to the IDC office for IDC review. It is the homeowner's responsibility to print/supply the application requirements and to deliver the complete application package to the IDC office for a review. Also, email the complete application in PDF format in one email for digital filing purposes.

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Application Requirements:** Please refer to the application checklist for the item(s) you are requesting to change. Each checklist has a list of submittal requirements that you will need to include in the application package for an IDC review. If you have more than one minor change on the application, please note that there will be some overlapping since each list was created for submitting a particular item. The checklists can be found on [www.ioncommunity.com](http://www.ioncommunity.com) under the IDC tab.

**Products & Materials Specifications:** Fill out the information pertaining to your request.

**Paint/Stain Color Changes**

<u>Element</u>	<u>Existing Exterior Color</u>	<u>Proposed New Color</u>
Foundation color	_____	_____
Siding/Stucco color	_____	_____
Exterior Trim color	_____	_____
Shutter color	_____	_____
Porch Ceiling color	_____	_____
Porch floor color	_____	_____
Porch railing color	_____	_____
Main entry door color	_____	_____
Garage door color	_____	_____
Other entry door color	_____	_____
Fence color	_____	_____

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

<u>Element</u>	<u>Existing Material</u>	<u>Proposed New Material</u>
Roofing	_____	_____
Gutters	_____	_____
Shutters	_____	_____
Porch flooring	_____	_____
Porch railing	_____	_____
Main Entry Door	_____	_____
Other entry door	_____	_____
Garage Door	_____	_____
Exterior Lighting	_____	_____

**Important IDC information**

- 1) IDC meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month unless otherwise noted.
- 2) The IDC has 30 days, from the date that a complete application was submitted, to notify you of their decision.
- 3) IDC approval is valid for 6 months. If an approved project is not started within 6 months from approval date, the approval expires. If an application is reviewed but not approved and additional items are requested to be submitted and the items are not submitted within 6 months, the application expires.
- 4) Once an application or an approval expires, a new application and fees must be submitted to move forward with the proposed project.
- 5) Approved projects must be completed within 12 months from the initial approval date.