

**MADISON FARM HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE - *Request for Exterior Alteration***

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

Date Rec'd: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete this form in its entirety. Indicate alteration and provide **full details** including, type of materials, dimensions and location on property. **Please note the setbacks of the improvement structure to all property lines.** **Include a sketch of improvement on a property plot plan** indicating the location, setbacks, details to the home and property lines. Attach additional details, sketch to scale or architectural plan, materials, photos, specifications, etc. Homeowner is solely responsible for obtaining any necessary State or Parish permits.

**1. Location of Property:** *(If applicable, check all that apply)*

- Corner Lot       Adjacent to Greenspace/Park Area       Adjacent to Lake/Pond Area

**2. Type of Alteration Requested:**

- Tree Removal       New Construction       Fence       Pool/Cabana       Pergola/Patio  
 Paint (Exterior)       Driveway Ext.       Landscaping Plan       Addition       Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Dimensions:** \_\_\_\_\_ **Material:** \_\_\_\_\_ **Color:** \_\_\_\_\_

H'                  W'                  L'

**4. Setbacks to all Property Lines:** \_\_\_\_\_

Front                  Rear                  Left Side                  Right Side

**5. Contractor Name and Phone Number:** \_\_\_\_\_


**6. Project Start Date:** \_\_\_\_\_ **Est. Completion Date:** \_\_\_\_\_

**7. Signatures and Acknowledgement:** The signatures below should be that of the adjacent property owners. This acknowledgement indicates an awareness of the intent and does not constitute approval or disapproval. If there are no adjacent property owners, mark "n/a" in the space provided.

Name (Signature):  \_\_\_\_\_ Name (Signature):  \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

 **Applicant Signature:**  \_\_\_\_\_

**Return completed, signed application with attachments to: Renaissance Property Management**  
 506 E. Rutland St., Covington, LA 70433 | Office: (985) 624-2900 | Email: [info@renmgt.com](mailto:info@renmgt.com)

**Please do not proceed with any alterations until written approval is received.**

*Madison Farm Homeowners Association Architectural Control Committee Section*

**Decision on Request:** Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Approved as Noted: \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Signature:** \_\_\_\_\_ **Chairperson Signature:** \_\_\_\_\_