

WOODRIDGE

Architectural Control Committee  
Request for Home & Lot improvements

You can electronically complete and sign this form (or you may print it out and complete and sign). You will need to attach a picture or sketch of the work that is to be done, making sure the drawing/diagram is to scale on the plat map of your lot. Please be as detailed as possible on the plat map plans... the more information and detail the quicker we can get it to the review board. If you need any assistance, please don't hesitate to contact Keystone.

**All incomplete forms cannot be reviewed and will be sent back to homeowner.**

Once we receive a completed form we will send it to the Architectural Control Committee for review. Once a decision is made, we will relay the information back to you as soon as possible.

Submit Completed Forms and Attachments as a pdf via:

**Mail:** 8591 United Plaza Blvd, Ste 111  
Baton Rouge, LA 70809

**Email:** [council@woodridgebrpoa.com](mailto:council@woodridgebrpoa.com)

**A SKETCH OF YOUR REQUEST MUST ACCOMPANY ALL  
REQUESTS REGARDLESS OF THE TYPE.**

**OWNER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**LOT NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_ . \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_ (Home)

**Please indicate and fully describe the improvement(s) which you propose (Check all that apply):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Structure Addition             | <input type="checkbox"/> Structure Addition (Non- Attached) | <input type="checkbox"/> Fence or wall     |
| <input type="checkbox"/> Windows                        | <input type="checkbox"/> Exterior Doors                     | <input type="checkbox"/> Exterior Railings |
| <input type="checkbox"/> Garage Door                    | <input type="checkbox"/> Porch or Deck                      | <input type="checkbox"/> Bulkhead          |
| <input type="checkbox"/> Mailbox                        | <input type="checkbox"/> Satellite Dish                     | <input type="checkbox"/> Awning            |
| <input type="checkbox"/> Hardscape (Sidewalk, Pathways) | <input type="checkbox"/> Roof or Shingles                   | <input type="checkbox"/> Gutter            |
| <input type="checkbox"/> Landscape                      | <input type="checkbox"/> Exterior Painting                  | <input type="checkbox"/> Pool or Spa       |
| <input type="checkbox"/> Other: _____                   |   |  |

**Is the lot where the work/improvement is being proposed run adjacent (or touch) any association common area(s), such as lakes, ponds, etc. \_\_\_Yes. \_\_\_No.** If Yes, what side(s) of the lot run adjacent (or touch) any association common area(s): \_\_\_\_\_

\_\_\_\_\_

**Describe in detail the scope of this request to include specific dimensions.** (Attach a drawing showing location of improvement(s) which you propose, backyard, side-yard, etc. Be specific, showing **to scale** the property line, building set back lines, easements, fences, sidewalks, patios, pools and neighboring lots and/or streets):

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

**Please provide a description of materials and identify the specific colors you will use with manufacturer numbers, even if it is the same that exists now. Include specific measurements of materials. For example: Fence Board: Slats 1" x 4" x 6'**

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

**If you are painting or staining, you MUST include paint/stain sample and brand/manufacturer. Please give particular consideration to the color of the brick when making your paint selection.**

Brick Color: \_\_\_\_\_

Siding Color: \_\_\_\_\_

Shutter Color: \_\_\_\_\_

Front Door Color: \_\_\_\_\_

Trim Color: \_\_\_\_\_

Garage Door Color: \_\_\_\_\_

Shingle Type: \_\_\_\_\_

Shingle Color: \_\_\_\_\_

Other Material: \_\_\_\_\_

**Who will work on this improvement?**

Homeowner       Contractor

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

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

Expected Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

**Acknowledgement**

I (we), the applicant (s) herein, certify and represent as follows:

1. I (we) are the legal owner(s) of the above described property.
2. The work, if approved, will be done promptly and properly by appropriately licensed contractors if necessary.
3. I (we) accept and acknowledge that the responsibility for maintaining, up keeping, etc. of the improvement/change shall solely be mine (ours), successors, assigns and subsequent property owners.
4. All work and the consequences thereof are solely at our risk and expense. We understand and hold the association, board of directors, and Keystone harmless on account of any consequences resulting from this approval, if granted.
5. Certain changes may affect the site plan, final survey or Certificate of Occupancy at my (our) unit and the Consequences thereof are solely at my (our) risk.
6. No representation by the association, board of directors, or Keystone, either expressed or implied, is assumed hereby.
7. I (we) will obtain all necessary permits from the parish, city, and/or state government office as required by law.

**Encroachment On Servitudes Disclaimer**

Construction within any servitude is done at the sole risk of the owner. It is your responsibility to determine if your proposed construction will in fact encroach upon a servitude (whether public or private) and whether you accept the potential of a public entity (or private owner) determining the construction needs to be moved at a later date. If it is determined that the construction creates an impediment to, or otherwise impacts, the public services as designed and show on plans approved by any Parish/City/Public entity, or if it encroaches upon private land, then the construction must be remedied at the sole expense of the owner. Owner expressly acknowledges that neither the Developer, the HOA or any related entity or individual will be responsible for any damage or expense related to removal, repair or replacement.

I (we) have read and agree to all of the conditions listed above, and I (we) agree to abide by the decision of the architectural control committee.

Print Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For ACC use only**

Date Received: \_\_\_\_\_ Receiving Member's Name: \_\_\_\_\_

Approved

Denied

Conditionally Approved

**ACC Signatures:**

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

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

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

**Comments or contingencies from ACC:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_