



Door – Front Entry

Form and Checklist

Name	
Address	
Village	
Date	

Type of Modification: (Select One)

- Replace Existing Door - Same Configuration
- Replace Existing Door - New Configuration
- Repaint or Restain Existing Door with Different Color

Note: Existing Doors may be repainted or restained the same color without the approval of the DRC.

Configuration:

Select One:

- Height – 8’-0” Minimum for Door
- Height – State Height if Other than 8’-0” _____

- Confirm if Transoms will be installed

Select One:

- Width - Single Door – No Sidelight Panels – State Total Width: _____
- Width - Single Door – Sidelight Panels – State Total Width: _____
- Width - Double Door – No Sidelight Panels – State Total Width: _____
- Width - Double Door – Sidelight Panels – State Total Width: _____

Product Material: (Select One)

- Wood Fiberglass Metal
- Glass Inserts (Door)

Product Specifications and Application Submittals:

- Attach Site Plan identifying proposed location
- Attach Photograph(s) of existing site condition
- Attach Manufacturer Brochure, Literature, Photograph
- Attach Finish Color(s) Sample/Chip
- Other: _____

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.5, 4.15		

Permit:

If a Permit is required by the City, County or State, it is incumbent upon the Home Owner to ensure that a Permit is issued and shall provide the Property Manager a copy of the Permit with Notice of Completion.

Will your modification require a Permit?

- No
- Yes

Work Performance:

Please indicate who will be performing the work:

- Self without Contractor
- Single Contractor
- Multiple Contractors (Provide separate attachment for other contractors)

Must Select if Contractor Personnel will perform work:

- Confirm: Contractor personnel have been advised and must adhere to the Waterchase Construction Site Standards, outlined in the Design Review Manual.

Contractor (Primary) Information:

Contractor Company Name _____

Representative Name _____

Address: _____

Phone Number: _____

- Attach Copy of License(s)

Attach Copy of Insurance Certificates –

- Certificate of Liability
- Declaration Workmen’s Compensation

Notice of Completion Checklist:

Within 30 days of completion, it is the responsibility of the Home Owner to complete and provide the Property Manager a “Notice of Completion” checklist and required attachments to facilitate a final. Required submittals include as-built photograph(s), as-built drawings (if room addition), Permit and/or Certificate of Occupancy (if required by the local authority).

- Check here that Home Owner agrees to submit a Notice of Completion as required.

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Home Owner Comments:

Empty rectangular box for Home Owner Comments.

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