



## Nexton Residential Association Exterior Modification Application

(Brighton Park Village & Midtown)

**The following items are required to be considered for approval:**

- **Application:**
  - If submitting application digitally, the application must be submitted to the Association in **PDF format** to [designreview@livenexton.com](mailto:designreview@livenexton.com).
  - Applications may also be dropped off to the Association office [*104 Greeting House Rd.*]
- **Plot Plan:** *[if you do not have access to your plot plan, please reach out to the Association for a copy]*  
Exterior modification should be clearly indicated in **red**. Plot plans should show the following:
  - Setbacks, easements, and property lines
  - Proposed building footprint with overall dimensions, square footage, dimensions to the property line, and dimensions to adjacent structures on site
  - Location of any new driveways, parking areas, walks, or hardscape improvements.
- **Modification Details:**
  - Photos, cut/spec sheets, sample colors, or brochures of the proposed modification, including method of attachment, and/or any additional information that may be helpful to the NDC.

**If you are building a structure, the following items are required to be considered for approval:**

- **Architectural Drawings**
- **Building Floor Plan:**
  - To scale at a minimum of  $1/8' = 1'$
  - Show primary interior rooms/spaces with labels
  - Windows and exterior doors
  - Exterior dimensions
  - Interior room dimensions
- **Building Elevation:**
  - To scale at a minimum of  $1/8' = 1'$
  - Elevation of structure with doors and windows with trim shown
  - Principle building materials identified and rendered
  - First floor height above ground, first floor ceiling height and heights of roof/ floors above
  - Eave and roof ridge dimensions in relation to exterior grade
  - Roof pitches

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Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_ (*If unsure, please click here to view our address to lot number chart*)

Owner(s) Name(s): \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor/Installers Name: (*if homeowner installed, please write "same as above"*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of Request: \_\_\_\_\_



**Submittal Acknowledgement:**

The submittal of this application does not constitute approval of the proposed plan. Written notification of the Nexton Design Committee's decision will be supplied to the Application within **30 days** after receipt of all required information. Construction must not begin until the Committee has approved the plans in writing. Approval of application shall not constitute an approval, ratification, or endorsement of the quality or architectural or engineering soundness or the proposed improvements and neither the Nexton Design Committee nor Association Board shall have liability for any defects in the plans, specifications, or improvements.

Owner hereby authorizes the Association and/or members of the Nexton Design Committee to enter onto the subject property for purposes of reviewing information provided and for inspecting the project during execution, upon completion of the project, and/or upon expiration of approval.

Owner has read and understands that contractor and homeowner must comply with the most current version of the Community Design Guidelines.

Owner acknowledges once application is approved by the Nexton Design Committee, it is valid for **90 days** after receipt of approval.

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Owner Signature

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Print Name

The Nexton Design Committee reviews application on a rolling basis and works to review submittals within 15 business days. Once the Nexton Design Committee receives all necessary information, or if the initial application does not require for you to submit additional information, you can expect an approval within 20 business days.