

# REQUEST FOR ARC REVIEW OF PROPOSED MODIFICATION

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

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

Please provide the Architectural Review Committee (ARC) with all information necessary to evaluate your request thoroughly and quickly. The ARC meets monthly as posted. Submit this form to the committee at a meeting or to a committee member who may agree to present it for you at the meeting. If you require an emergency request prior to the normal meeting, please contact an ARC member.

**Short Description of Modification Requested:**

\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Acknowledgement of Affected Neighbors:** This acknowledgement and any comments will be considered by the ARC but will not be binding on the committee. No application will be considered unless this section is completed.

Sign: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_ Approve ( ) Disapprove ( )

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Comments: \_\_\_\_\_

**Common modifications listed below. Please submit, as a minimum, all the items listed.**

**Patio, Walkway, Garden, Exterior Landscaping:** Site plan showing location, size, materials, plants/trees to be added/removed.

**Exterior Decorative Objects, Statues, Lighting, etc.:** Description, pictures, sketches, planned location.

**Playhouses:** Site plan showing location, drawings/sketches including dimensions (limited to 100 sq. ft.), materials, paint color.

**Swimming Pool:** Picture or drawing of pool, dimensions, site plan showing location, landscape plan, fencing, colors, lighting.

**Fencing:** Picture or drawing of fence showing dimensions, construction details such as method of anchoring posts, cross beams (facing away from street), materials, color (natural or painted), site plan showing location. Chain link fences are not permitted.

**Outbuilding/Detached Garage/Shed or Building Addition:** Drawings including dimensions, appearance, materials including roof materials, colors, a site plan showing location, permits as required. Buildings must match architectural style of home.

**Exterior Building Alterations Including Paint:** Color chips, if different in color than current, description/sketch of areas affected.

**Windows and Doors:** Pictures or drawings of windows and doors to be installed, locations, colors.

**Roof Replacement:** Materials and colors to be used.

I agree that no work on this request shall commence until written approval of the ARC has been received by me. I understand that I am responsible for complying with all city and county regulations. Neither the Association, the Board of Directors, the ARC, Community Association Management, LLC, nor their respective members, successors, assigns, representatives, or employees shall be liable for damages or otherwise to anyone requesting approval of a modification by reason of mistake in judgement, negligence or nonfeasance, arising out on any action with respect to any submission. Review of this request is directed toward the planning, appearance, and aesthetics of the modifications. None of the foregoing assumes any responsibility regarding design or construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any and all claims or damages regarding this request or the approval or denial thereof.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ARCHITECTUAL REVIEW COMMITTEE USE ONLY:**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ ARC Signature: \_\_\_\_\_

Approved/Rejected: \_\_\_\_\_ Conditions/Comments: \_\_\_\_\_