

Architectural Review Request

Association Name: _____

Homeowner Name: _____

Mailing address _____

Phone: _____ Alternative Phone: _____

Email Address: _____

Address of proposed improvement: _____

Describe the proposed improvement: _____

(Using a separate piece of paper)

Information that may be required to accompany this application:

- Drawing, Sketch or Plan of the proposed improvement. Manufacturer's brochure, photographs.
- List of materials, colors or other information necessary to understand the bulk, mass and visual impact of the proposed improvements, samples if possible.
- LANDSCAPING: Description of plants, trees, shrubberies, grasses, ground cover, mulch, gravel, rock, boulders and the locations on a drawing or site plan.
- FENCING: Description of the type, height, width of the boards, stains, and location on a site plan.
- PAINTING REQUIRES: Name of paint color, brand and manufacture of paint and swatches.
- Proposed start and completion date of the project
- Any information that would assist the ACC / Board in making a decision on this request

I understand that under the declaration and the rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- If the application is incomplete, the owner will have 30 days to provide all pertinent information. If not received 30 days after requested, the application will automatically be denied due to being submitted incomplete. The committee will have 30 to 45 days to render a decision once all information has been provided and accepted as a complete application.
- No work or commitment of work will be made by me until I have received written approval from the association.
- All work will be done at my expense and all future upkeep will remain at my expense.
- All work will be done expeditiously once commenced and will be done in a good workman- like manner by myself or a contractor.
- All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work

- I will be responsible for complying with, and will comply with, all applicable federal, state and local laws; codes; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the association and the board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
- Any work not started on or before the above mention date is not approved and planned construction will be subject to re-submittal to the committee.
- The Contractor will be: _____
- If approved, the work would start on or about _____
- And be completed by _____
- Any work not started on or before the above mention date is not approved and planned construction will be subject to re-submittal to the committee.

Within 5 days of completion of my approved improvement, I will notify the ARC or management in writing.

Homeowner Signature: _____

TO BE COMPLETED BY ARCHITECTURAL COMMITTEE OR BOARD OF DIRECTORS:

Approved

Denied

Conditions / Reasons:

Comments: _____

Architectural Committee / Board Signature **Date**

Architectural Committee / Board Signature **Date**
