



ARCHITECTURAL REVIEW REQUEST FORM: PROJECT DESCRIPTION

According to your Homeowners Association's governing documents, any external change in the architecture, construction, or the appearance of a lot or home requires prior written approval of the HOA.

Homeowner Name: _____

Name of HOA: _____

Property Address: _____

Mailing Address: _____

Phone: _____

Email: _____

Application For:

- Detached Building (include size, material/color for siding & roof and diagram with the planned location)
- Exterior Door/Storm Door (include manufacturer's name, style and color and photograph)
- Fence (include height, material, and color and a diagram with the planned location)
- Irrigation System/Drain (include description and a diagram with the planned location)
- Landscaping (include diagram with planned changes and photographs of current landscaping)
- Mailbox (include manufacturer's name, style and color and photograph)
- Painting (specify manufacturer's color name and code and what is being painted)
- Patio/Arbor/Deck (include size, material and a diagram with the planned location)
- Play Equipment (include description and/or picture and a diagram with the planned location)
- Pool/Spa (include description and/or photograph and a diagram with the planned location)
- Retaining Wall (include height and material and a diagram with the planned location)
- Roof (include manufacturer's name, style and color)
- Satellite Dish (include size and diagram with the planned location)
- Other: _____

Detailed Description (be sure to include information specified above):

Who will be completing this project? Contracted Professional Homeowner/DIY

Estimated Start Date: _____

Estimated Completion Date: _____

FOR MANAGEMENT USE ONLY

Date

Received: _____

Dated

Reviewed: _____

Action: APPROVED

DENIED

Comments/Conditions: _____



ARCHITECTURAL REVIEW REQUEST FORM: OWNER ACKNOWLEDGEMENTS

I understand:

- That the Request Form must be signed and must include the necessary documents, photos, drawings, brochures, and information necessary to present a complete description of the project. Incomplete Request Forms cannot be processed and will be returned to the homeowner without being reviewed.
- That no work on this request shall commence until I have received written approval of the Architectural Control Committee (ACC); Any construction or alteration to the subject property prior to approval of the Architectural Control Committee is strictly prohibited. If I commence or complete any construction or alteration to the subject property without receiving approval, I may be required to return the subject property to its original condition at MY OWN EXPENSE;
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA;
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration;
- That all proposed improvements to the property must comply with city, county, state and local codes. That approval of my request does not in any manner relieve or excuse me, as the homeowner, from complying with all local ordinances, permitting requirements, or laws that may be relevant to the work, alterations, or changes;
- That the obligation to determine whether the requested improvement, alteration, or addition complies with any applicable law, rule, regulation, code, or ordinance is strictly my responsibility and not the Association's. That applications for all required building permits are my responsibility.
- That It is my duty to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices;
- That the Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The HOA, the Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval of any improvement.
- That the HOA's governing documents stipulate the amount of time the ACC may take to render a decision. However, the ACC will make every reasonable effort to expedite the review process. The ACC's need to request additional information to help clarify your proposal may result in a delayed response.

I certify that the information submitted is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee.

Homeowner Signature: _____

Date: _____

The HOA's Board of Directors will review and issue a written response within 30 days of receiving your request. The Form must be completed in its entirety to be accepted.