



## Application for Architectural Review

The homeowner(s) requesting approval of an exterior modification must fill out this form and include any supporting documentation required for the type of approval requested. Please refer to the guidelines for the specific project as well as the guidelines for "Submitting a Request for Approval". If you do not have the guidelines for the specific project you are seeking approval for, please contact our office and we will provide a copy. **PLEASE ALLOW THIRTY (30) DAYS FROM THE DATE OF SUBMISSION FOR FINAL APPROVAL/DENIAL.** If approval prior to 30 days is requested, please make us aware and we will make every effort to obtain approval by the date you request. Please be sure to submit a complete application as well as all supporting documentation. Failure to do so may result in a delayed approval/denial from the Architectural Review Committee referred to herein as ARC. A request for approval that does not meet the guidelines for the project will not be approved.

### Please Print Clearly

Homeowner Name(s): \_\_\_\_\_  
Development: \_\_\_\_\_ Lot # (if unknown leave blank): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Date of Application: \_\_\_\_\_ Date of Commencement: \_\_\_\_\_

The homeowners listed above are seeking approval from the ARC for the following modification(s) to the property listed above:

- Landscaping
  - Storage Shed
  - Home Addition
  - Fence
  - Exterior Remodel
  - Deck or Patio (please circle)
  - Other- Describe project: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The following supporting information is attached to this application:

- Letter of intent explaining the project.
- A copy of the lot layout showing house, lot lines and easement lines (a sample lot layout is included in the "Submitting a Request for Approval" sheet for your reference).
- Sketch on the lot layout indicating where the modification will be placed. Measurements of the modification to be noted as well as measurements from modification to property lines. The sketch only needs to show information relative to the project you are currently requesting and does not need to be to scale; however all relevant dimensions should be indicated.
- A description of the materials and colors to be used in construction of the modification.
- A rendering of what the project will look like when completed (i.e. a picture of a fence from the manufacturer).
- Copies of building permits/ inspections when applicable. ONLY for pool installation and major structural additions or as needed or requested by the ARC. The ARC will notify you if and when this will be required. Please do not seek approval from your governing municipality until you are asked to proceed by the ARC as this could cause money to be spent on permits that may be wasted if your project is denied.

Signature of Property Owner(s):

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

<p><b>THIS SECTION IS FOR ARC USE ONLY</b></p> <p><b>Date Application Received:</b> _____</p> <p><b>Project Status:</b></p> <p>_____ <b>Approved as submitted</b></p> <p>_____ <b>Approved with the following changes:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <b>Denied for the following reasons:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Architectural Review Committee Signatures</b></p> <p>X _____ X _____</p> <p><b>If project is approved, please present this approved application/ approval letter to your municipality when you request the building and zoning permits, which you may need to acquire prior to installation. Please confirm with the municipality to determine what they require for this project.</b></p>
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