

ARCHITECTURAL AND DESIGN REVIEW APPLICATION INSTRUCTIONS: EXISTING HOMES

This checklist is to ensure that all the elements of your project are presented to the ARC in a consistent form that allows them to make an educated decision. All the material submitted is presented to the committee. Please complete all the requirement below which pertain to your project.

Paint and re-paint projects	<input type="checkbox"/> Completed ARC form <input type="checkbox"/> Paint samples of each color on front of your home in a 2x2 ft squares. <input type="checkbox"/> On the application indicate the brand name, color name and color code for the body, the trim and fascia.
Exterior Design Project	<input type="checkbox"/> Completed ARC form <input type="checkbox"/> Plan illustrating lot lines and structures in relation to changes proposed. (can be hand-drawn) <input type="checkbox"/> Legend & symbols easily identifiable <input type="checkbox"/> Minimum of one elevation plan (sideview can be hand-drawn) <input type="checkbox"/> Materials (cutsheets or sample board no larger than 1x1 ft) <input type="checkbox"/> Dimensions (on application or on illustration)
Landscape Project	<input type="checkbox"/> Completed ARC form <input type="checkbox"/> Site plan showing the final landscape design (can be hand-drawn) <input type="checkbox"/> Legend & symbols easily identifiable on plan
Tree Removal Project	<input type="checkbox"/> Completed ARC form <input type="checkbox"/> Mark trees to be removed with ribbon <input type="checkbox"/> Picture of marked trees (stand ~20ft back) <input type="checkbox"/> Site plan showing the location of the marked tree & intended final landscape after trees are removed.

ARC Application Form

A. Owner Contact Information

Owners: _____

Lot #: _____ Address: _____

Phone #: _____ Email: _____

B. Describe Proposed Exterior Project (include plans, photos, color samples, etc.)

C. Certification: By signing below, all Owner(s) and Builder/Contractor certify as follows:

1. I/We understand that any change(s) to the exterior of the home (including landscaping) from this submittal must be submitted to the ARC for review and approval before any such change is made.
2. The Architectural Review Committee is not responsible for determining compliance with governmental regulations. It is the applicant's responsibility to verify easements, and property boundary lines.
3. I/We, the Owners, assume full responsibility for any and all damages by Builder/Contractor, his agents and subcontractors of all levels, and their agents to (i) adjacent properties, (ii) our property, (iii) Common Areas, (iv) roadways.

OWNER(S) Signature: _____ Date: _____

ARC RESPONSE—Management Use Only

Date Received: _____

Approved

Conditional Approval

Denied

Comments:

ARC Rep Signature: _____

Date: _____