

**ARCHITECTURAL REVIEW COMMITTEE**

Request for Architectural Changes to outside of home

The following procedure is to be followed & will be reviewed at the monthly meeting.

- 1) Submit this request to ARC Committee Chair with drawing of what is being requested
- 2) Together with dimensions, materials, color, design, location, and other pertinent data.
- 3) A property survey indicating the location of the proposed changes

\_\_\_\_\_ Date \_\_\_\_\_  
Owner's Name (PLEASE PRINT)

Address \_\_\_\_\_

Model Name \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

We are requesting permission for the following modifications. (Attach details)

\_\_\_\_\_  
\_\_\_\_\_

(REQUESTS THAT DO NOT HAVE COMPLETE INFORMATION WILL BE RETURNED)

If using a contractor:

Contractor Name \_\_\_\_\_ Insurance CO \_\_\_\_\_

Policy # \_\_\_\_\_ PBC License # \_\_\_\_\_

(Submit copies of the above information)

- (1) If the modification is not completed as approved, the approval will be revoked and the owner, at the owner's expense must remove the modification.
- (2) The unit owner is responsible to pay for repair, & any & all damage done to Common Areas as a result of the installation.
- (3) The architectural modifications will comply with the State, County, or City Building Codes, and all necessary applications, and the owner or his contractor will obtain permits.
- (4) Copy of PERMIT shall be made available to the Committee, and shall become a part of the resident's file.
- (5) The unit owner shall abide by the decision of the ARC Committee.
- (6) If the modification is not approved, or does not comply with the above, the unit owner may be subject to court action by the Association and shall be responsible for all reasonable attorney's fees.
- (7) Some changes may require written documentation that your neighbor or neighbors do not object to the requested change.
- (8) At the completion of the project, a copy of the CERTIFICATE OF OCCUPANCY shall be submitted to the ARC Committee and shall become part of the residents file.

I UNDERSTAND AND WILL ADHERE TO THE CONDITIONS FOR MY REQUEST AS OUTLINED IN GUIDELINES

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Date rec'd by ARC \_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_

FOR THE ARC \_\_\_\_\_ Date \_\_\_\_\_