

REQUEST FOR ARCHITECTURAL CHANGE/ADDITION

This request is for _____ Association

Work may **NOT** begin until proper approval is given.

Date submitted: _____ Owners Email Address: _____

Owner Name(s): _____

Address: _____

City, _____ State _____ Zip _____

Home phone _____ Work or alternate phone _____

Provide a description of the change or addition you would like to make. Include architectural drawings, sketches, pictures of items, contractor's plans, the material the item is made of and any other information that you are able to provide.

Proposed start date: _____ Proposed completion date _____

If work is not completed within six (6) months, another form must be submitted to the ARC Committee. Attach a certificate of insurance from the contractor being used.

Important Note: Remember to allow the appropriate time for approval. Approval time should be within 2 weeks after all paper work is submitted. If this is a special request, the time could be extended to 30 days.

For your protection, inquire with the city, county or other government agency regarding required permits before starting any work on your property involving new construction or additions.

Approval of any structure or architectural change/addition by the DRB committee is in no way a certification that the structure change/addition has been built in accordance with local rules and regulations or that the structure complies with any building practice or design.

Do Not Write Below This Line

Approved _____

Denied _____

Approved with stipulations? Yes _____

No _____

If so, listed are the stipulations _____

Signatures of approval _____ Date approved _____

Print name of approval _____