

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST: (ATTACH ADDITIONAL DRAWINGS TO THIS FORM.)

1. Detailed description of improvement.
2. Location of residence on lot and the dimensions from lot lines, if changes to the exterior envelope are proposed.
3. Complete dimensions of improvement, if changes to the exterior envelope are proposed.
4. Measurements of improvements in relation to residence and lot lines, if changes to the exterior envelope are proposed.
5. Description of materials and color scheme, **including paint chips**.
6. Drawings to show affected elevations.
7. If landscaping improvements include trees, please identify species and height of any trees at maturity.
8. Name and contact information of Architect, Engineer, or Contractor.

NEIGHBOR NOTIFICATION:

The intent is to advise your neighbors who own property adjacent, facing or are impacted by the improvements(s) to your lot (property) line. Neighbors are asked to review your plan and sign this form acknowledging the proposed changes or alterations to your lot. Comments may be written on the back of the form. Neighbor approval/disapproval shall only be advisory and shall not be binding in any way on the Architectural Committee's decision.

NEIGHBOR NAME & ADDRESS _____ SIGNATURE _____

NEIGHBOR NAME & ADDRESS _____ SIGNATURE _____

NEIGHBOR NAME & ADDRESS _____ SIGNATURE _____

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Review Committee has been received.
2. All improvements, other than new residences, approved by the Architectural Review Committee must be completed within ninety (90) days after approval. Extenuating circumstances should be brought to the attention of the Architectural Review Committee.
3. Within thirty (30) days of completion of improvements, I will notify the Architectural Committee in writing of such completion in order for the Committee to make its inspection as to compliance with approved plans and specifications.
4. That the "Conditions of Approval" section of the Architectural Standards for my community shall apply to any approval.

PROPOSED STARTING DATE: _____ COMPLETION DATE: _____

SIGNATURE:

OWNER (Authorization of representative must be attached)

Board Approval: _____ Date _____

_____ Date _____

_____ Date _____

Filed _____ Date _____