

B. Decks, Gazebos and Pergolas – A plat showing the proposed location of the addition along with a picture and a cross section view of the structure is required with this application.

Dimensions: _____ Height at Eaves: _____ Ridge Height: _____
Height off Ground: _____ Materials: _____
Color: _____

C. Exterior Color Modification – Color sample(s) is/are required with this application.

Brand: _____ Color Code and Name: _____
Area(s) of Application: _____

D. Fencing – A plat of your property showing the boundaries and dimensions of the proposed fencing along with a diagram or photo of the fencing type is required with this application.

Height: _____ Material: _____ Stain: _____

E. Landscaping – A PLOT DRAWING (homeowner would receive a copy with their closing documents) showing the location of the proposed landscape additions / alterations is required with this application. If needed, please attach an additional planting plan to this application.

Locations: _____
Types: _____
Planted Size: _____
Mature Size: _____

F. Play Equipment – A plat showing the location of the proposed equipment along with a picture or diagram of the product is required with this application. Depending on the size and visibility of the structure, you may be asked to seek neighbor approval before being granted ARC approval.

Materials: _____
Color / Canopy Color: _____
Height: _____
Dimensions: _____

G. Roofing – A product sample is required with this application.

Manufacturer: _____
Material: _____
Color: _____
Style: _____

H. Satellite Dish – Installation must be on the roof of the structure or other location that minimizes visibility from the street or front of the residence. A plat showing the location of the dish is required with this application.

Location: _____ Height off Ground: _____ Size: _____

- I. **Other Feature** – Application requirements for other features vary depending on the nature of the application. Please contact your Association Manager for a list of the required, supporting information to be submitted with your application.

General Description: _____

J. **Important Information**

- a. Owners with delinquent balance will not receive approval for submitted applications unless and until their accounts are brought into current status. If an account with a pending application becomes delinquent (30+ days), the application review will be suspended until the account is paid in full.
- b. Applications will be reviewed once complete and accurate information is received. Owners will be contacted once complete information is received and notified of the deadline for a decision. The ARC will make two attempts to obtain the necessary information to complete applications. If the applicant does not provide the necessary information after the second attempt, the application will be placed on hold until such time as the information is received.
- c. The ARC has 45 days from the receipt of complete and accurate information to render a decision of:
 - i. Approval as submitted
 - ii. Approval with conditions
 - iii. Denial
- d. It is the applicant's responsibility to protect all elements inside the Association's easements and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided by the ARC. If the improvements are not completed to the satisfaction of the Association within the timeframe provided in the governing documents, the Association may impose penalties until completion occurs.
- e. No approval shall be deemed granted unless delivered, in writing, by the Architectural Review Committee or its representative.
- f. Applications must be signed by the Owner of Record for the property under consideration. The ARC may not review any application signed by any other party.
- g. **There is a \$75.00 review fee. If your application requires extensive review, input from legal or professional services, or otherwise requires extraordinary time or resources to render a decision, additional fees may apply. Applicants will be notified of extra fees before they are incurred. Please make your check payable to COMMUNITY MANAGEMENT GROUP.**

Signature- Owner of Record

Date

OFFICE USE ONLY

Approved _____ date _____

Approved with Conditions _____ date _____

Conditions _____

Disapproved _____ Reason _____ date _____