

# ***Architectural Review Committee***

## **REQUEST FOR ARCHITECTURAL APPROVAL**

HOMEOWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_ CONTACT: Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF MODIFICATION:**

ADDITION \_\_\_\_\_ FENCE \_\_\_\_\_ EXTERIOR PAINTING \_\_\_\_\_ DECK/PATIO \_\_\_\_\_

OUTBUILDING \_\_\_\_\_ PORCH \_\_\_\_\_ OTHER: \_\_\_\_\_

LANDSCAPE MODIFICATION (DESCRIBE) \_\_\_\_\_

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A *LOT SURVEY* SHOWING LOCATION OF MODIFICATION:**

- |  |   |
|--|---|
| 1. Location  | 7. Plans/Drawings   |
| 2. Size  | 8. Roof Design  |
| 3. Color   | 9. Exterior Finish  |
| 4. Material  | 10. Dimensions  |
| 5. Contractor  | 11. Utilities   |
| 6. Copy of Property Survey, with Proposed changes/ Additions shown | 12. Types of plants, quantities, addition or removal, existing or new plant bed, edge treatment |

WHAT IS YOUR ESTIMATED START DATE? \_\_\_\_\_

WHAT IS YOUR ESTIMATED COMPLETION DATE? \_\_\_\_\_

THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS ARE NOT CONSIDERED COMPLETE UNTIL ALL INFORMATION HAS BEEN RECEIVED BY THE COMMITTEE. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY. WE HAVE THE RIGHT TO TAKE UP TO THE TIMEFRAME SET FORTH IN THE DECLARATION OR OTHER LEGAL DOCUMENTS TO RESPOND TO ANY REQUEST.

**ALL REQUESTS SHOULD BE EMAILED OR MAILED TO YOUR HOA MANAGER.**

IF YOU ARE UNSURE OF YOUR HOA MANAGER, PLEASE CONTACT  
[CKANOY@WINDSORINVESTMENTS.COM](mailto:CKANOY@WINDSORINVESTMENTS.COM) TO CONFIRM.

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

DENIED: \_\_\_\_\_ REASON: \_\_\_\_\_

**\*\*NOTE: You must attach a lot survey showing location of modification. Homeowner is responsible to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.**