

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 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.**