

# APPLICATION FOR ARCHITECTURAL HOME IMPROVEMENT

The property owner(s) must complete this application in detail, and will be denied if information is missing or incomplete. Properties with an outstanding balance and no payment arrangement will be immediately denied until rectified.

Homeowner Name (s) \_\_\_\_\_

Property Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

1. Briefly describe the improvement/change, that you propose to make.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Locations of the improvement/change (check all that apply)

- Front of the house       Roof       Driveway:       Fence  
 Back of the house       Garage       Side of the house       Other \_\_\_\_\_

**If painting, PLEASE include paint/stain sample.**

Brick Color: \_\_\_\_\_  
Current/Proposed

House Color: \_\_\_\_\_  
Current/Proposed

Trim Color: \_\_\_\_\_  
Current/Proposed

Garage Door Color \_\_\_\_\_  
Current/Proposed

3. Who will do the actual work on this improvement?

- Homeowner     Contractor \_\_\_\_\_  
Contractor Name & Phone Number

4. A specific and itemized list of materials must be submitted along with samples (i.e. paint, stains, wood, cement, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Construction Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

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**Instructions:**

1. A copy of your lot survey with the improvements drawn in, **must** accompany this application.
2. Indicate the exact location of the improvements with the distance from each property line.
3. Show dimensions such as height, length, and width.
4. If improvements will be placed on a concrete foundation/slab, please indicate the size.
5. Include paint sample where appropriate
6. Point out any other important features.
7. Please use additional paper if necessary.
8. \$100.00 ACC Application processing fee

I understand no architectural changes may begin until I receive written approval of the changes requested on this form. Any changes not approved will result in fines against the property and immediate action including, but not limited to removal of improvement at the homeowner's expense.

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**\$100.00 ACC Application Fee Due Prior to Application Review**  
 Payment accepted via: Resident Portal, Check, Cashier's Check or Money Order

DO NOT WRITE BELOW THIS LINE

ARC Approved  ARC Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Reason for denial:	
What is needed to re-apply for ARC approval:	