

# **REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE (ARC)**

## **APPROVAL**

HOMEOWNER INSTRUCTIONS: Please complete this **ARC Approval Request Form** when *planning* to make *any* visible change to the outside of the house or the property.

For example:

- Paint house, trim, doors, shutters, deck, fence
- Build a new fence/replace an existing fence
- Replace roof, mailbox, lighting fixtures
- Install solar tubes, solar panels, turbines, antennae/satellite dish
- Replace windows, garage door, exterior door(s)
- Repair/replace driveway, sidewalk
- Tree removal

Any change, modification, or addition to the exterior of the house and the surrounding property must be approved by the ARC.

Please do *not* start or schedule any work without ARC approval. The ARC has 30 days to respond to your request.

Changes made *without* approval may require the homeowner (at the homeowner's expense) to correct the changes to be in compliance with the CC&Rs.

Print, complete and return this form to the current ARC Chairperson:

**Anita Thompson 11909 Mary Claire Dr 405 607-0476**

Or, e-mail to **[anita@attheta.com](mailto:anita@attheta.com)**

**PART I – HOMEOWNER TO COMPLETE**

Homeowner Name:	Date Submitted:
Address:	
Phone Number:	E-Mail:
Rush? If so, due by	

Were affected neighbors contacted?	<input type="checkbox"/> Yes ( names and responses)
	1. _____ 2. _____ 3. _____
	<input type="checkbox"/> No (will not affect neighbors)

**Details of request:** *(Explain specific details of the request such as location, height, style, color, etc. Please include drawings, maps, paint chips, roofing material samples, etc. Keep in mind that the ARC is not familiar with your project.)*

**Homeowner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART II – ARC COMMITTEE TO COMPLETE**

**Committee Members who reviewed request:**

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Date reviewed:

Comments or concerns:

Request is:	<input type="checkbox"/> Approved
	<input type="checkbox"/> Denied: ( <i>Reason for denial</i> )

HOA Board President Signature:  
(or designee) \_\_\_\_\_

Date \_\_\_\_\_

**PART III – ARC TO RETURN TO HOMEOWNER**

Form returned to homeowner by (ARC member): \_\_\_\_\_

on date \_\_\_\_\_

Via  Email

Paper Copy