

THE ARBORS
ARCHITECTURAL COMMITTEE
HOMEOWNER DESIGN REVIEW APPLICATION

Date: _____
Owner's Name: _____
Property Address: _____
Daytime Phone No. _____ Home Phone No. _____
Tract: _____ Lot No. _____
Proposed Starting Date: _____ Completion Date: _____
Description of Proposed Improvements: (Continue on reverse side if necessary)

SUBMITTAL REQUIREMENTS: Three sets of the following items must be furnished with all applications presented to the Design Review Committee.

1. PLOT PLAN showing property lines and dimensions and site of proposed new construction with relationship to property lines and existing structures.
2. EXTERIOR ELEVATION that will fully explain the proposed structure. A photo of similar structure may be used in place of rendered elevation.
3. CONSTRUCTION DETAILS illustrating the design, materials, finishing qualities and colors of the proposed structure.

I understand that my proposed improvements may require a permit from the City Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I will assume the responsibility for any work under the above-proposed improvement that my contractors or I complete, which may, in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

Homeowner's Signature _____

Date _____

Signatures and approval from adjacent neighbors are not required, however if possible, in addition to the Neighbor Notification Form (Form B), the support of neighbors should be indicated below.

We the undersigned neighbors have no objection to the above planned improvements.

Name

Address

Committee Only

Approved: _____ Denied: _____ Date: _____

Conditions of Approval:

THE ARBORS
ARCHITECTURAL COMMITTEE
FACING AND ADJACENT NEIGHBOR NOTIFICATION STATEMENT

Name of Applicant: _____
Address: _____
Tract: _____ Lot No. _____ Phone: _____
Proposed Starting Date: _____ Completion Date: _____

Description of Improvements:

REQUIRED NOTIFICATION:

Timely notification of all neighbors facing and adjacent to the property to be improved and other neighbors affected by the improvements is required. A copy of the Homeowner Design Review Application shall be mailed or delivered to each owner of impacted property a minimum of 30 days prior to the date of review by the Architectural Committee. Approval of neighbors is not required, however, neighbors in favor of the improvements can sign in the appropriate portion of the application form (Form A).

The following neighbors have been notified of the above planned improvements:

Name	Address	Phone	Date Notified
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have notified the neighbors listed above of the proposed improvements as submitted in the application dated _____.

Homeowner's Signature _____ Date _____

Committee Use Only

Date Received: _____ Submitted On: _____ Approved On: _____
Approved: _____ Denied: _____ Conditional Approval: _____
Decision Letter Sent On: _____

Notes and Comments:

THE ARBORS
ARCHITECTURAL COMMITTEE
NOTICE OF COMPLETION

Name: _____
Address: _____
Tract: _____ Lot No. _____
Starting Date: _____ Completion Date: _____

Description of Improvements: (Continue on reverse side if necessary)

The improvements on the described property have been completed on the ____ day of _____, _____ in accordance with the plans and Design Review Application approved by the Architectural Committee on _____.

Homeowner's Signature(s) Date

Homeowner's Signature(s) Date

Committee Only

The improvements appear to be in substantial conformance with the application, plans and other documents approved by the Architectural Committee.

Completion Approved: _____ Denied: _____ Date: _____

Comment/Conditions of Approval:

