

**SHADOW GLEN/ SHADOW GLEN NORTH**  
**REQUEST FOR ARCHITECTURAL COMMITTEE (ARC) APPROVAL**

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

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

LOT #: \_\_\_\_\_ PHONE #s: Daytime: \_\_\_\_\_

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

DATE SUBMITTED: \_\_\_\_\_

TYPE OF MODIFICATION:

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

\_\_\_\_ ROOF REPLACEMENT    \_\_\_\_ PORCH    \_\_\_\_ OTHER: \_\_\_\_\_

\_\_\_\_ LANDSCAPE MODIFICATION

(DESCRIBE) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- |  |                                  |
|--|----------------------------------|
| 1. Location  | 7. Contractor                    |
| 2. Size  | 8. Plans/Drawings/Photo/Brochure |
| 3. Color   | 9. Exterior Finish               |
| 4. Material  | 9. Dimensions                    |
| 5. Copy of Property<br>Site Plan, with Proposed<br>Changes/Additions Shown |                                  |

ESTIMATED START DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

**THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.**

**\*\*NOTE: 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.**

**SHADOW GLEN/SHADOW GLEN NORTH  
ARCHITECTURAL COMMITTEE (ARC) RESPONSE FORM**

Date Received: \_\_\_\_\_ Complete Information Received: \_\_\_ Yes \_\_\_ No

|   |
|---|
| <p>If No, Additional Information Required: _____<br/>_____</p> <p>Date Notified Homeowner need additional information: _____</p> <p>Date Received Complete Information: _____</p> |
|---|

Date: \_\_\_\_\_

Approved: \_\_\_ Approved with Revisions: \_\_\_ Not Approved: \_\_\_

Revisions Required:

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

Reasons for Denial:

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

ARC Representative: \_\_\_\_\_

Notification to homeowner forwarded on: \_\_\_\_\_ by \_\_\_\_\_

## **Guidelines for Submitting an Architectural Request**

In order to submit a request for architectural changes you must adhere to the following guidelines.

1. Fill out the attached **“Request for Architectural Approval Form.”** Please include all the requested information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, and types of plants quantities to be used.

If the project involves an addition, deck/patio, porch or fence, please include with your request a copy of your **Site Plan or Lot Survey that shows the proposed improvement in relation to the property lines and the current location of your home.**

2. You must also include a **brochure, photo, picture or drawing** of what the project will look like when it is completed, if applicable.

Your request cannot be processed without all of the above information included.  
**Incomplete requests will be returned to the homeowner for completion.**

IT TAKES **30 DAYS** AFTER A COMPLETED SUBMISSION TO PROCESS AN ARCHITECTURAL REQUEST AND RETURN A RESPONSE TO THE HOMEOWNER.

**NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL COMMITTEE.**