

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: **ONLY ASPHALT SHINGLES WITH COLOR TO BE WEATHERED WOOD IS ALLOWED**

____ 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 Site Plan, with Proposed 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: _____ _____</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.