



ARCHITECTURAL REVIEW COMMITTEE (ARC) Application Form

As a member of a homeowner association it is your obligation to comply with all governing documents for your community. Typically, these documents include the community bylaws and the association's Covenants, Conditions and Restrictions (CCR's). These rules are in place to help maintain community property values and encourage best practices regarding maintenance and aesthetics.

The Architectural Review Committee (ARC) must approve any exterior improvements (including backyard renovations, satellite dishes, lawn ornamentation etc.) prior to commencement of work or placement. The first step to receiving ARC approval is completing this application and returning it to your community management organization.

PLEASE INCLUDE THE FOLLOWING:

- Completed Application Form (included with this letter)
- A complete description of the project, including materials to be used and finished dimensions. Also include a color description and sample if your project includes painting/staining.
- A site plan the project, including but not limited to location of the project(s), dimensions and distances in conjunction with other items on the Lot as well as setbacks from the Lot line.
- Please mail, email or fax the completed application to the appropriate address (listed below). Upon receipt, Blue Mountain Community Management will work quickly to provide you with an answer!



ARC APPLICATION
(PLEASE PRINT)

COMMUNITY NAME: _____

DATE SUBMITTED: _____

APPLICANT NAME: _____

ADDRESS: _____

LOT #: _____ PHASE: _____

PHONE: _____ FAX: _____

EMAIL: _____

MODIFICATION TYPE: Landscape Building Construction Other

EXPECTED COMPLETION DATE: _____

Attached Additional Information (*attach description and site plan*)

TIPS FOR A SUCCESSFUL APPLICATION:

- A simple foot print drawing for landscaping is typically all that is necessary. Including a picture of a similar finished project is helpful.
- If planning to build a structure, please include a list of materials, color to be applied and show the design.

DISCLAIMER: All construction and installation of any improvements shall comply with local, state and federal building and land use regulations. Compliance with these regulations is the responsibility of the homeowner. This review and approval **IS IN ADDITION TO** any required local state or federal approval process. Any changes made by local, state or federal law are also subject to review by the ARC Committee.

Please submit your application 30 days prior to beginning your project and do not commence construction until approval has been received in writing.

----- OFFICIAL USE ONLY -----

ARC DECISION:

- Approved
- Approved Conditionally
- Denied

Comments or Conditions to Approval:

Signature: _____

Date: _____