

Architectural Review Application

Rock Springs Farms Homeowners Association
Louisville, Kentucky 40241
arc@rockspringshoa.com

This form must be filled out in its entirety. It is imperative that you be as detailed as possible with your proposal so that it may be processed in a timely manner. In addition to this completed form, you must also submit any and all relevant information such as a lot diagram (plat) with location of changes marked in scale, drawings, 3D renderings, photos showing type/color or materials being used, and/or manufacturers literature if applicable. The Architectural Review Committee (ARC) has 30 days from receipt of your request to approve or deny. The ARC will do its best to respond as quickly as feasible, however, be advised that the review period does not begin until all required documents are received by the ARC.

Please review our community's governing documents before submitting a request!
These documents can be found on our website at www.rockspringshoa.com/resources.

Property Owner: _____

Property Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

If you submit this form via postal mail, a decision letter will be sent via post as well. Digitally submitted forms will receive the decision letter via email. Please make sure to allow emails from arc@rockspringshoa.com so communications do not end up in your junk/spam folder. Please keep a copy of your submission and your final decision letter for your records.

Nature of Improvement:

- | | | |
|---|---|--|
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Pool/Hot Tub | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Gazebo/Pergola | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Garden |
| <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Ext. Paint/Stain | <input type="checkbox"/> Home Addition |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Lighting |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> Other _____ | |

* Multiple items may be checked and submitted in the same ARA as long as they are part of the same project AND integral to each other, otherwise, please submit separate ARAs for each so they can be assessed individually. The denial of any single item on an application that has multiple items included will result in the denial of the entire project.

Project Details

- **Estimated Start Date:** _____ **Estimated End Date:** _____

*Application must be submitted at least 30 days prior to estimated start date

- **Contractor Name and Phone Number:** _____

- **Location on Property** *(A plat plan of the lot showing location of home and proposed improvement must be included with ALL ARA requests):*

- **Type of Materials, Dimensions, and Colors (as applicable):**

By Signing Below, You Understand and Agree to the following:

- Include front and side view elevations with dimensions (if applicable).
- Include location and depth of any required cuts or fills in the soil. All changes in existing grade must be noted and explained.
- Show the location of any existing utilities or drainage courses (if applicable or in close proximity).
- Utilities must be marked by contractors or by calling 811 before any digging is permitted.
- Homeowner/ Contractor must secure required building permit(s) (if applicable).
- Association is not responsible for fence removal/deconstruction by officials/entities exercising access rights to easements.
- All Fences must be constructed so that the finished side faces the outside perimeter.
- Approval by the ARC does not in any way guarantee approvals by the city, County, or any other agencies. All zoning approvals, building permits, and inspections are the responsibility of the applicant or contractor on behalf of the applicant.
- Approval by the ARC is in no way a certification that the project follows government rules, laws, regulations, codes, or zoning restrictions. Any and all liabilities are held by the homeowner.

Signature of Applicant

Submission Date

Required Attachments Checklist:

- This form filled out completely and signed**
- Copy of Property Survey or GIS map (Plat)**
Must show property lines as well as the exact location and dimensions of the improvement(s). Location of easements should also be marked as well as utilities if digging will be required.
- Photos of materials to be used/Manufacturer's brochures**
- 3D renderings/Drawings (if applicable)**
Hand drawings are not acceptable unless done by a professional and accurately depicts the final state of the improvement(s).
- Landscaping list (if applicable) must be shown on plat as well**
Must list all plantings as follows:
 - Plant Types
 - Quantity of Each Type
 - Size of Each Type at Planting
 - Estimated Size of Each Type at Maturity(Please refer to the Acceptable Trees List on our website if trees are to be planted)

<i>For Office Use Only</i>	
Date Received: _____	Response Deadline: _____
ARC Decision: <input type="radio"/> APPROVED <input type="radio"/> DENIED <input type="radio"/> MORE INFO REQUIRED*	
*Date Additional Information Requested from Homeowner: _____	
REMARKS/PROVITIONAL APPROVAL REQUIRMENTS:	
_____ _____ _____ _____ _____ _____ _____ _____ _____	
ARC Designee Signature	DATE Approve/Denied