

REQUEST FOR ARCHITECTURAL APPROVAL

Exterior improvements or modifications require prior approval from the Association. Installation prior to proper approval is not in accordance with the Association’s Covenants, Conditions, and Restrictions and may result in violations against your property.

Approval by the Association/Architectural Review Committee (ARC) does not in any way guarantee approvals by the City, County, or any other such agencies. Such approvals or permits are the responsibility of the applicant.

The ARC reserves the right to request more information to clarify this application prior to making a decision on your request.

The ARC has 30 days from receipt to respond to your request, unless otherwise outlined in your Association's Covenants. The review period does not begin until all required documents are received by the ARC.

I. Owner Information

Association: _____

Name: _____

Property Address: _____

Email Address: _____

Date Submitted: ____ ____ ____

II. Requested Change

**If you are submitting a request for more than one improvement, each request must be submitted on a separate form so the ARC can make a determination on your requests independently.*

Type of Improvement: (check)

- | | |
|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Driveway/Concrete | <input type="checkbox"/> Gazebo/Playhouse |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Exterior Paint |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Satellite | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Pool/Hot Tub | <input type="checkbox"/> Other: _____ |

III. Specific Description of Improvement:

Location (on property) : _____

Size/Dimensions: _____

Color: _____

Materials: _____

Contractor Name & Number (if applicable): _____

Estimated Installment/Work Date: _____ (Start) _____ (Completion)

*Start date must be at least 30 days after submitting application to allow adequate time for review

IV. Required Attachments

*NOTE: DOCUMENTS BELOW MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE FORWARDED FOR ARC REVIEW UNTIL ALL REQUIRED INFORMATION IS PROVIDED.

1. Actual COPY of recorded property survey (or GIS map):

This document must show your property lines as well as the improvement with exact dimensions. It MUST SHOW the location of your improvement with reference to your property lines.

2. Photos or samples of structure requested (hand drawings NOT acceptable)

3. For Landscaping Requests ONLY:

- Plant Type
- Quantity
- Size at installation
- Size at maturity

You may submit your completed application via:

US MAIL:
Elite Management Services
P.O. Box 26366
Charlotte, NC 28221

OR

EMAIL:
arc@emspm.com

OR

FAX:
937-281-0157

Please allow 3-4 weeks for a response. Questions, concerns, submissions and follow-ups can be sent to Elite Management Services via ARC@emspm.com.