

# **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 upload this application to your owner account on TownSq.io or if you have not yet closed on your residence please email your completed application to info@bluemountaincommunity.com. 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 #:	PHA	ASE:	
PHONE:	FAX	<u> </u>	
EMAIL:			
MODIFICATION TYPE:	☐ Landscape	☐ Building Construction	☐ Other
EXPECTED COMPLETION [	DATE:		
☐ Attached Additional Inform	nation (attach descrip	otion and site plan)	
regulations. Compliance with these	lar finished project is ure, please include a l and installation of any import regulations is the respons	s helpful.  list of materials, color to be approvements shall comply with local, so sibility of the homeowner. This review	oplied and show the design.  Itate and federal building and land use ew and approval IS IN ADDITION TO law are also subject to review by the
Please submit your applicatio until approval has been receiv	, .	peginning your project and do	o not commence construction
	OFF	FICIAL USE ONLY	
ARC DECISION:  Approved  Approved Conditionally  Denied		or Conditions to Approval:	
Signature:		Date: _	



**NEIGHBOR ADVISEMENT:** It has been determined that it is in the best interest of all parties to advise your neighbors of any proposed improvements to your property and it is requested that you have your adjacent neighbors sign where indicated.

ighbor's Signature	Address	Objections			
<del></del>		<del></del>			
Objections by neighbors do not mean disapproval of the request. Objections will be reviewed by the Architectural Review Committee or Board.					
Contractor Contact information					
Name	Phone r	number			
Contractor License numb	per				
Painting					
Brand	Paint number/sheen				



# Information needed for common types of ARC requests

## **Solar Panels**

- Location
- Ouantity
- Site location drawing
- Any information provided by the installer

#### Shed/ Patio Cover/ Pergolas

- Dimensions (including height)
- Material list
- Setbacks from property lines
- Location (drawing)
- Color of structure

#### Satellite Dishes

- Exact location
  Roof install (recommended on eaves, could lose warranty if mounted on the roof)
  Siding install (how far off the ground)
  Patio install (mounted on a tripod or bracket)
- Any information provided by the installer

#### Retaining Wall

- Height and length
- Drainage
- Material list
- Location (drawing)
- City/County Permits (height determines if permit is needed)

## Deck/ Patio/ Hardscapes

- Dimensions including height off the ground
- Materials
- Stain/ Paint Colors
- Location (drawing)
- City/ County Permits (depends on size and height off ground)

#### Fence

- Height
- Material list
- Stain color
- Style (good neighbor/ Privacy)
- Set back from the front façade of the home
- Location (drawing)

#### **Painting**

- Paint name/code
- Where each color will be located (body, trim, accent)

#### Trees

- Dimensions
- Type
- Setbacks from property lines
- Location (drawing)

Blue Mountain Community Management