

[ASSOCIATION NAME]

Architectural Review Committee

APPLICATION FOR ARCHITECTURAL REVIEW

TO: [ASSOCIATION NAME], c/o [MANAGEMENT COMPANY OR ASSOCIATION OFFICE]

[STREET ADDRESS], [CITY], [STATE] [ZIP]

Email: [ASSOCIATION EMAIL] | Phone: [ASSOCIATION PHONE]

RE: Request for approval of an exterior modification, addition, or alteration

QUESTIONS ABOUT THE STANDARDS THAT APPLY TO YOUR PROJECT: [CONTACT NAME AND ROLE]

Deliver the completed application and all attachments to the address above.

READ THIS BEFORE YOU START

A. **Do not begin work until you have written approval in hand.** Work that starts before written approval is at your own risk. You may be required to modify or remove it at your own expense.

B. Verbal approval from a director, a committee member, a manager, or a neighbor is not approval. Approval exists only when it is in writing, signed, and delivered to you.

C. **Approval by this association is not a permit.** You remain responsible for every county and municipal permit, inspection, code requirement, setback, easement, and utility clearance that applies to the work.

I. OWNER AND PROPERTY

Owner name or names of record: [OWNER NAME]

Property address in the community: [PROPERTY ADDRESS]

Lot, unit, or building number: [LOT OR UNIT NUMBER]

Mailing address, if different: [MAILING ADDRESS, OR WRITE SAME AS ABOVE]

Phone: [OWNER PHONE] | Email: [OWNER EMAIL]

Preferred method of written notice: ☐ Email ☐ Mail

This community is a: ☐ Homeowners' association ☐ Condominium ☐ Cooperative

Date submitted: [DATE SUBMITTED]

The owner of record signs this application. A tenant may not apply in the owner's place.

II. WHAT YOU ARE REQUESTING

☐ Installing, displaying, or storing an item on the property, such as artificial turf, a boat, a flag, a vegetable garden, a clothesline, or a recreational vehicle.

☐ Construction of a structure or other improvement, such as a room addition, pool, deck, screen enclosure, fence or wall, driveway, or roof.

☐ Not sure, please advise.

Describe what you are requesting in one sentence: [ONE SENTENCE DESCRIPTION]

Which changes need approval is set by this association's governing documents, and in some states by statute. Some communities review only changes visible from the street, a neighbouring property, or a common area; others review every exterior change whether or not anyone can see it; and the rule is

often different for a condominium than for a lot in a homeowners' association. This form does not decide that question for you.

Is any part of the work visible from the front of your property, from an adjacent property, from an adjacent common area, or from a shared amenity?

☐ Yes ☐ No ☐ Not sure, please advise

If you are unsure whether your project needs approval, submit this application anyway. The committee will tell you if no approval was required, and you will have a dated record either way. Submitting when you did not have to costs you nothing. Not submitting when you had to is what leads to removal at the owner's expense.

III. PROJECT TYPE (check every type that applies)

- ☐ Paint or exterior color change
- ☐ Roof replacement or roof material change
- ☐ Windows or exterior doors
- ☐ Driveway, walkway, or other hardscape
- ☐ Fence or wall
- ☐ Screen enclosure, lanai, or porch enclosure
- ☐ Pool or spa
- ☐ Deck, patio, or pergola
- ☐ Room addition or structural change
- ☐ Landscaping, tree removal, or grading
- ☐ Exterior lighting
- ☐ Satellite dish or antenna
- ☐ Solar collectors or other energy devices
- ☐ Electric vehicle charging equipment
- ☐ Mailbox, house numbers, or exterior fixtures
- ☐ Storm, wind, or wildfire protection, including impact windows and doors, storm shutters, a reinforced garage door, an exterior fixed generator, a fuel storage tank, or a hardened roof system. Complete Section IV as well.
- ☐ Accessibility modification, such as a ramp, lift, or grab rail
- ☐ Other: [DESCRIBE OTHER PROJECT TYPE]

Several of the categories above carry special rules in some states, notably solar devices, electric vehicle charging, flags, antennas and satellite dishes, storm protection, and accessibility modifications. Where a statute protects an owner's right to install something, the association may usually still regulate its appearance and placement, but may not simply refuse it. Committee: confirm which of these apply in your state before denying any application in these categories. Owner: if your request falls in one of them, say so here so the committee reviews it on the right footing.

Category claimed, if any: [CATEGORY, OR WRITE NONE]

IV. STORM, WIND, OR WILDFIRE PROTECTION PRODUCTS

Complete this part only if you checked storm, wind, or wildfire protection above. Protective products are checked against the specifications this association has adopted rather than reviewed on appearance alone.

Product type: [PRODUCT TYPE]

Manufacturer and model: [MANUFACTURER AND MODEL]

State or local product approval number, where your jurisdiction issues one: [APPROVAL NUMBER, OR WRITE NONE]

Color and finish: [COLOR AND FINISH]

Does the product meet the association's adopted specification? ☐ Yes ☐ No ☐ The association has not adopted one

Committee note. Where the association has adopted a specification for these products, review is limited to whether the product meets it. Where the association has adopted none, the committee should say so in writing rather than denying the application for failing an unstated standard.

V. DESCRIPTION OF THE WORK

Describe the work completely. A description that is too general is the most common reason an application is returned unreviewed.

Location on the property: [LOCATION ON PROPERTY]

Dimensions, including height, width, depth, and total square footage: [DIMENSIONS]

Materials: [MATERIALS]

Colors, with manufacturer name and color number: [COLORS WITH MANUFACTURER AND NUMBER]

Finish: [FINISH]

Will grade, drainage, or the direction water runs be changed? ☐ No ☐ Yes, describe: [DRAINAGE CHANGE]

Will any tree be removed? ☐ No ☐ Yes, how many and what species: [TREE REMOVAL]

Will the work encroach on an easement, a setback, or common area? ☐ No ☐ Yes ☐ Not sure

Additional detail:

VI. CONTRACTOR

☐ The owner will perform this work personally.

☐ A contractor will perform this work.

Company name: [CONTRACTOR COMPANY]

Contact name: [CONTRACTOR CONTACT]

Phone: [CONTRACTOR PHONE] | Email: [CONTRACTOR EMAIL]

State licence number, where the trade requires one: [LICENCE NUMBER, OR WRITE NOT REQUIRED]

General liability insurance carrier and policy number: [LIABILITY CARRIER AND POLICY]

Workers compensation carrier and policy number: [WORKERS COMP CARRIER AND POLICY, OR WRITE EXEMPT]

Attach a certificate of insurance naming the association as certificate holder, if the association requires one.

VII. ATTACHMENTS (check each one you have attached)

- ☐ Survey, site plan, or plot plan showing the location of the work
- ☐ Drawings, plans, or elevations, dimensioned
- ☐ Photographs of the existing condition
- ☐ Photographs, brochure, or product data for what is proposed
- ☐ Color chips, material samples, or manufacturer specifications
- ☐ Contractor proposal or scope of work
- ☐ Certificate of insurance
- ☐ Engineering or structural documentation, where the work is structural
- ☐ Drainage or grading plan, where grade or water flow changes
- ☐ Landscape plan, where planting or removal is involved
- ☐ Neighbour acknowledgement, where the association requires it
- ☐ Other: [OTHER ATTACHMENT]

An application missing an attachment the association requires is incomplete, and in most communities the review clock does not start until it is complete.

VIII. SCHEDULE

Requested start date: [REQUESTED START DATE]

Estimated completion date: [ESTIMATED COMPLETION DATE]

Hours work will be performed: [WORK HOURS]

Where materials and equipment will be staged: [STAGING LOCATION]

Where debris will be placed and how often removed: [DEBRIS PLAN]

IX. OWNER ACKNOWLEDGEMENTS (initial each line)

_____ I will not begin work until I have written approval in hand.

_____ I am responsible for obtaining every permit and inspection that applies, and for the work meeting all applicable codes.

_____ Approval by the association is based on appearance and location under the governing documents. It is not a review of structural adequacy, engineering, code compliance, drainage, or workmanship.

_____ I am responsible for damage to common area, to another owner's property, or to association property arising from this work, including damage caused by my contractor.

_____ I will maintain, repair, and replace this improvement at my own expense for as long as it exists, and this obligation passes to anyone who later owns the property.

_____ If the work as built differs from what was approved, I may be required to correct or remove it at my own expense.

_____ I will complete the work by the completion date above, or request an extension in writing before that date.

_____ The information in this application is accurate and complete to the best of my knowledge.

X. OWNER SIGNATURE

Owner signature _____ Date _____

Print name: [OWNER PRINT NAME]

Co-owner signature _____ Date _____

Print name: [CO-OWNER PRINT NAME, OR WRITE NOT APPLICABLE]

The committee reviews this application against the appearance and location standards in the governing documents and the published architectural guidelines. It does not review the work for structural adequacy, engineering sufficiency, code compliance, water intrusion risk, fitness for purpose, or workmanship, and it does not employ or supervise your contractor. Approval means the proposal is acceptable under those standards. It is not a representation that the design is sound, that the work will be done well, or that it complies with any building code. Nothing in this form waives, and nothing in it enlarges, any right the owner or the association has under the governing documents or applicable law.

FOR ASSOCIATION USE ONLY

XI. REVIEW RECORD

Date the application was received: [DATE RECEIVED]

Received by: [RECEIVED BY]

Application complete as submitted? ☐ Yes ☐ No

If no, date the owner was notified what was missing: [DATE OWNER NOTIFIED]

Date the application became complete: [DATE COMPLETE]

Decision due by: [DECISION DUE DATE]

Committee: fill in the decision deadline from your governing documents and your state's requirements. Many declarations, and the statutes of several states, give the association a fixed number of days to act and treat silence past that deadline as approval. Establish that period before the clock starts, not after it has run.

Governing document or statutory basis for that period: [SOURCE OF THE DEADLINE]

XII. DECISION (check one)

☐ **APPROVED** as submitted.

☐ **APPROVED WITH CONDITIONS.** The conditions are stated below and are part of the approval. Beginning work constitutes acceptance of them.

☐ **DENIED.** The reasons are stated below.

☐ **INCOMPLETE.** No decision has been made. What is missing is stated below, and the review period begins when the application is complete.

Conditions, or reasons for denial:

A denial should identify the specific provision relied on. Naming the article and section of the declaration, the bylaw, or the published architectural guideline is what makes a decision defensible if it is later challenged. "Does not fit the character of the community", standing alone, generally is not.

Provision relied on: [ARTICLE, SECTION, OR GUIDELINE]

Approval expires if work has not begun by: [APPROVAL EXPIRY DATE]

Work must be completed by: [WORK COMPLETION DEADLINE]

Committee vote: For [VOTES FOR] Against [VOTES AGAINST] Abstain [ABSTENTIONS]

Decision date: [DECISION DATE]

Committee chair signature _____ Date _____

Print name: [CHAIR PRINT NAME]

Date the decision was delivered to the owner: [DATE DELIVERED]

Method of delivery: ☐ Email ☐ Mail ☐ Hand delivery

Delivered by: [DELIVERED BY]

Owners: if the association's response is a denial, ask what appeal or rehearing right you have. Some governing documents give the board a review of a committee decision, and some states provide a dispute resolution path before either side may go to court. Ask before the deadline to use it has passed.

XIII. COMPLETION AND CLOSEOUT

Date the owner reported the work complete: [DATE REPORTED COMPLETE]

Date inspected: [DATE INSPECTED] Inspected by: [INSPECTED BY]

Work matches what was approved? ☐ Yes ☐ No

If no, what differs and what is required: [WHAT DIFFERS]

Date the file was closed: [DATE CLOSED]

File this application, the decision, and the closeout with the association's official records for the property. The maintenance obligation in Section IX runs with the property, so the next owner's title search and the next committee's review both depend on this record existing.

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