



**THE HAMLETS APPLICATION PROCESS FOR  
ARCHITECTURAL MODIFICATION / CHANGES**

**Architectural Review Committee: Please fill out form and return to:**  
Gail Snyder, [foofer3935@gmail.com](mailto:foofer3935@gmail.com) Secretary / Treasurer

***Approval is needed for any work done on the home, landscaping, driveway reseal, pool work, exterior paint, patio / pavers and wall / fence. Please have available any pertinent information for your project, i.e., contractor; if required, a copy of the plot plan / survey showing where the changes are to be done and also a copy of your closing documents (can be obtained from the county appraiser's office ).***

***Provide copies of plans from any contractor providing you service. Including color samples / codes, photos, dimensions, etc. You are responsible for obtaining any permits from the Building and Zoning Dept... No permit is required for expanding / replacing your driveway; only this ARC form is to be filled-out. If equipment is to be left overnight, i.e., dumpsters, excavators, trucks, etc., Board approval is required.***

***Access to construction is only allowed through your property, and you are responsible for any damages. If access is needed on neighboring properties, please check with your neighbors before starting any work. If you are not sure, it is best to go ahead and ask the ARC committee. Please allow two weeks for the committee to process approval; usually approved within 48 hours.***

**Thank you,**

**ARC ( Architectural Review Committee )**

Name: \_\_\_\_\_ House #: \_\_\_\_\_

Type of property improvements: Explain in detail your plan

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Date of project / permit type / Building Zoning Depts.

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Contractor / Project Manager: Name and Contact Info.

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ARC COMMENTS OR CONCERNS:

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Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of ARC Representative

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