

ARCHITECTURAL REVIEW APPLICATION

Submit completed forms with all supporting documentation to:

➤ **HRanchARC@gmail.com**



Owner Name: _____

Signature: _____

Address: _____

Date: _____

Email: _____

Phone: _____

Who will perform the work? (check one): ☐ Contractor (proposal attached) ☐ Homeowner / DIY

Application Type (check all that apply): ☐ Standard Application ☐ Emergency Repair Request

☐ Exterior Paint ☐ Roof ☐ Request for Express Approval *(Express Approval is available for certain qualifying replacement or like-for-like projects, such as repainting in the same approved colors already in place on the home, replacement of screening, exterior doors, mailboxes, security lighting, or mulch, or installation of satellite dishes.)*

The Community Association Manager (CAM) or designee shall promptly escalate valid emergency repair requests to the Architectural Review Committee (ARC), with notice to the Board. Temporary emergency mitigation necessary to prevent imminent property damage or unsafe conditions does not require prior approval; permanent repairs and replacements do. The CAM or designee shall promptly approve qualifying Express requests, subject to later ARC ratification. Applications may be reviewed at a meeting and/or electronically, at the discretion of the ARC and/or Board. Applications received too late for consideration at a scheduled meeting may instead be reviewed at a subsequent meeting or electronically.

Detailed description of proposed modification, including location, dimensions, materials, colors, and finishes:

*For exterior paint projects, please specify the proposed paint design (scheme) **number** from the Association's adopted paint books, available on the Association website and at the Clubhouse.*

The following documentation **MUST** be submitted with this application:

- A professional property boundary **survey** (lot survey/site plan) showing the proposed modification location(s). **A survey is required except for** applications solely involving exterior paint, roofs, windows, shutters, replacement mulch, or replacement plant material or exterior lighting in the same approved location(s).
- Drawings, plans, renderings, and/or color photographs depicting the proposed project, including relevant materials, colors, finishes, and specifications. If a contractor will perform the work, the contractor proposal must also be included.
- Exterior paint applications must include, in addition to the approved paint design number and/or color names, color photographs of the subject home, the adjacent homes on both sides, and the home(s) directly across the street. Photographs are not required for repainting in the same approved colors already in place on the home.

If a survey is unavailable, the homeowner may obtain a new survey or, for limited modifications where exact setback verification is not material (such as certain landscaping, gutters, or exterior lighting), submit county Geographic Information System (GIS) documentation and a detailed rendering showing approximate lot boundaries, relevant distances, and the proposed improvement location. The ARC may accept such documentation in lieu of a survey, request more information, or require a survey. Homeowners may also request that the Association review prior ARC records for a survey, if available.

Incomplete applications *shall* be returned to the applicant.

By signing above, I acknowledge and agree to the following conditions:

1. No work shall commence until written approval is received from the Association. Work must be completed within sixty (60) days of approval unless an extension is requested in writing. All work shall be performed expeditiously, professionally, and with reasonable efforts to minimize inconvenience to other residents. Failure to comply with approval requirements or conditions may result in withdrawal of approval and/or enforcement action.
2. ARC approval does not constitute municipal, county, permit, code, structural, engineering, or safety approval. The applicant is solely responsible for obtaining all required permits and ensuring compliance with applicable laws, codes, and regulations.
3. The applicant acknowledges that drainage, utility, irrigation, maintenance, conservation, setback, and other easements or restrictions may affect the Lot, and that the Lot Owner is solely responsible for identifying such conditions, obtaining any required approvals, and removing and replacing improvements within easement areas at the Lot Owner's expense as required by applicable easements, Governing Documents, or law.
4. The applicant agrees to comply with reasonable requests by the Association for property access and/or additional information necessary to determine compliance with the approved application, Governing Documents, and Architectural Guidelines during construction. Refusal may result in withdrawal of approval.
5. The applicant assumes all liability and responsibility for the project, including any damage to Lots or Common Areas, and is responsible for the conduct of all contractors, subcontractors, agents, employees, and other persons involved in the project.
6. ARC review and decision timelines may require thirty (30) days or more pursuant to applicable policies. Applicants will be notified of the decision in writing.

Decision of the Architectural Review Committee

☐ Approved

☐ Approved with Stipulations: _____

☐ Denied for the Following Reason(s): _____

Date of ARC Decision: _____

ARC Authorized Signatures: _____

Minimum of two (2) ARC member signatures required.

Signature



Signature

This form is administrative in nature and does not establish or amend any Governing Document, rule, or policy. Applicants should refer to the Governing Documents and Architectural Design Guidelines for complete requirements.

Revised June 2026

Stipulations should identify only additional project-specific requirements and **shall not** duplicate or restate standard application conditions, Governing Document provisions, permit or code requirements, easement or setback restrictions, or required third-party approvals.