

ARCHITECTURAL REVIEW APPLICATION

Submit completed forms and supporting documentation to **HRanchARC@gmail.com**

HOMEOWNER INFORMATION

Owner Name

Owner Signature

Property Address

Date

Email

Phone

PROJECT INFORMATION

Work performed by (select one)

☐ Contractor (proposal attached)

☐ Homeowner / DIY

Project category (check all that apply)

☐ Exterior Paint

☐ Roof

☐ Landscaping

☐ Fence

Review type (select one)

☐ Standard

☐ Emergency Repair

☐ Like-for-Like Express

Estimated installation date(s)

Timing: ARC review may require 30 days or more. Estimated dates do not guarantee approval, and work may not begin until written approval is received.
Express Review may be available for qualifying like-for-like work. Temporary emergency mitigation needed to prevent imminent damage or unsafe conditions may proceed; permanent work requires approval.

Describe the proposed modification, including location, dimensions, materials, colors, and finishes. For paint, include the approved scheme number.

REQUIRED DOCUMENTATION

☐ Property survey showing each proposed modification. Not required for paint, roofs, windows, shutters, screening, doors, mailboxes, gutters, or replacements in the same approved location. The ARC may require a survey when needed.

☐ Drawings, plans, renderings, or color photos showing the project, materials, colors, finishes, and specifications; include the contractor proposal when applicable

☐ Exterior paint: approved scheme number or color names, plus photos of the home, both adjacent homes, and homes directly across the street. Photos are not required when repainting in the same approved colors.

If a survey is unavailable for limited work where exact setbacks are not material, the ARC may accept county GIS information and a detailed rendering showing approximate boundaries, distances, and location, request more information, or require a survey. Prior ARC records may be checked upon request.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANTS.

OWNER ACKNOWLEDGMENT

By signing in the Homeowner Information section above, the owner acknowledges and agrees to the following conditions:

1. No work may begin until written approval is received. Work must be completed within 60 days unless an extension is requested in writing. Work must be professional and minimize inconvenience. Noncompliance may result in withdrawal of approval or enforcement.

2. ARC approval is not municipal, county, permit, code, structural, engineering, or safety approval. The applicant is responsible for permits and legal compliance.

3. Easements and restrictions may affect the Lot. The Owner is responsible for identifying them, obtaining approvals, and removing or replacing improvements within easements at the Owner's expense when required.

4. The applicant will comply with reasonable requests for access or information needed to verify compliance during construction. Refusal may result in withdrawal of approval.

5. The applicant assumes responsibility for the project, damage to Lots or Common Areas, and the conduct of all persons performing the work.

6. ARC review and decision timelines may require 30 days or more. The applicant will be notified in writing.

ARCHITECTURAL REVIEW COMMITTEE DECISION

Decision

☐ Approved

☐ Approved with Stipulations

☐ More Information Needed

☐ Denied

Stipulations, information requested, or reasons

Stipulations should be project-specific and should not restate standard conditions, Governing Documents, permit or code requirements, easement or setback restrictions, or third-party approvals.

Decision Date

ARC Signature 1

ARC Signature 2

This administrative form does not establish or amend any Governing Document, rule, or policy. Refer to the Governing Documents and Architectural Design Guidelines for complete requirements. Revised September 2026.