

## **Architectural Review Application -Form A**

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_

Lot Number \_\_\_\_\_ Lot Type: Cottage \_\_\_\_\_ Executive \_\_\_\_\_ Estate \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Designer's Name and Phone Number \_\_\_\_\_

Contractor's Name and Phone Number \_\_\_\_\_

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Application for: (check those that apply)

Fence \_\_\_\_\_ Roof Replacement \_\_\_\_\_ House Painting \_\_\_\_\_ Swimmig Pool \_\_\_\_\_

Tree Removal \_\_\_\_\_ Landscape Installation \_\_\_\_\_ Driveway Replacement \_\_\_\_\_ Patio Ext. \_\_\_\_\_

Landscape Lighting \_\_\_\_\_ Siding Upgrade/Change \_\_\_\_\_ Shed \_\_\_\_\_ Other \_\_\_\_\_

Extension/Modification of Home: Porch Roof Line \_\_\_\_\_ Addition (other) \_\_\_\_\_

Below, briefly describe the scope of the proposed project including examples of materials being used:

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Submit, as attachment, photos/ examples of Colors, Plantings, Tree to be removed, Architectural Alterations, Pool Types (Gunite, Liner, Fiberglass) Fence Material, Shingles, Siding, Renderings of extension. For extensions, pools, fences, and driveways you must submit a plot map and be mindful of allowable lot coverage.

Prior to beginning the project, the owner agrees to submit to the Architectural Review Committee any changes to the proposal approved under this application. Failure to do so may result work stoppage order.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email Completed Application to [Schreibermanagement@gmail.com](mailto:Schreibermanagement@gmail.com) and [enclaveARC@outlook.com](mailto:enclaveARC@outlook.com)**

**During Project, the Owner agrees to submit to the Architectural Review Committee, any construction changes to the plans approved under this application. All Changes are to be submitted on this application with the original submission attached.**

·**Exterior Paint:** Requires homeowner signature on paint color selection. Please note that if you are re-painting your home in the existing colors you must still submit this application.

·**Fence:** Requires a copy of your plot plan/survey indicating the location of the fence on your property. A Picture of the style of fence listing dimensions and materials must be provided.

o **FOR CORNER LOTS ONLY:** Please check with your specific County Permitting Office regarding the corner lot restrictions on setback lines for your community and/or your community documents.

o **FOR POND VIEW ONLY:** Please check your community documents or contact the HOA Management Office for the specific Pond View restrictions for your community. Applications for fences must include a plan of the property showing the house, property lines, sidewalks, location of the fence, fence material, height of fence and a product data sheet for the fence if applicable. The fencing contractor's proposal and plan should be attached.

·**Landscaping Removals, Replacements & Enhancements:** Requires a copy of your Landscape plan and property survey showing location of items that are being removed, replaced, or added, together with Tree type, Plant types, Sod Types, Etc. For Tree removal, a document from an Arborist with conditions remark is required.

·**Construction Project:** (For Example, extension, shed, re-roofing, patio areas, etc.) Requires a copy of your property survey showing location and dimensions. A detailed drawing of the construction and details of materials/finishes being used. Any further information can be found in the guidelines and regulations documents.

**By signing this form, I acknowledge that all improvements/alterations must be approved and failure to comply will result in legal action. The ARC has 30 days to respond to the application, if all Information is not provided as requested, the 30 days the Committee has to respond to your request will be reset until the time that all information is provided. If the approved project is not completed within 180 days of your written approval, the application will have to be submitted for re-approval.**

### **Homeowner's Acknowledgement**

**"I hereby certify that the facts, statements, and information stated in this application are true and correct to the best of my knowledge and understanding. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved. I hereby certify that I have read and fully understand all the information required in this application form. By signing this application, I (we) hereby authorize the Architectural Review Committee and/or Board of Directors, requested to review this application, to enter my property for the purpose of reviewing and commenting on this application. The authorization is valid from the date of filing this application until the ARC and or BOD formally acts to approve or deny this project."**

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email Completed Application and to [schreibermanagement@gmail.com](mailto:schreibermanagement@gmail.com) and [enclaveARC@outlook.com](mailto:enclaveARC@outlook.com)**

**This form is required for additions or alterations to existing structure only.**

**EXISTING :**

Air-Conditioned square footage: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Bonus Room \_\_\_\_\_

Demolition: Total Air-Conditioned Area Square Footage: \_\_\_\_\_

Square footage under roof: \_\_\_\_\_ Square footage not under roof \_\_\_\_\_

Building Square Footage of all impervious surfaces within setback lines \_\_\_\_\_

Square footage within setback lines \_\_\_\_\_

Total lot square footage \_\_\_\_\_

Square footage of all impervious surfaces on lot \_\_\_\_\_ % of lot \_\_\_\_\_

% of impervious surfaces within setbacks \_\_\_\_\_

% of coverage of all impervious surfaces on lot \_\_\_\_\_

**PROPOSED:**

Air-Conditioned square footage: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Bonus Room \_\_\_\_\_

Demolition: Total Air-Conditioned Area Square Footage: \_\_\_\_\_

Square footage under roof: \_\_\_\_\_ Square footage not under roof \_\_\_\_\_

Building Square Footage of all impervious surfaces within setback lines \_\_\_\_\_

Square footage within setback lines \_\_\_\_\_

Total lot square footage \_\_\_\_\_

Square footage of all impervious surfaces on lot \_\_\_\_\_ % of lot \_\_\_\_\_

% of impervious surfaces within setbacks \_\_\_\_\_

% of coverage of all impervious surfaces on lot \_\_\_\_\_

Color or Material Change \_\_\_\_\_

Location of change (where on home will this be) \_\_\_\_\_

**I hereby certify that all statistics and measurements are complete and accurate.**

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Designer: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

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