

# ARCHITECTURAL REVIEW BOARD APPLICATION

Please complete the application form and forward, with requested information, to the Association's Community Manager for processing. Please do not commence work until you receive approval of your application from the Architectural Review Board.

HOLLYMEAD CITIZENS ASSOCIATION, INC.

Association Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Date of Application

\_\_\_\_\_  
Applicant's Name

(\_\_\_\_)\_\_\_\_-\_\_\_\_

Phone Number

\_\_\_\_\_  
Property Address

APPLICATION FOR:       Exterior Paint       Fencing       Landscape Installation

Recreational Equipment     Swimming Pool     Other \_\_\_\_\_

Please provide a description of what changes will be made. Applications must include lot survey, site plans, diagrams, color chips, material specifications, sample products, photographs and any information that will adequately describe the finished product. All landscaping plans must include the size, number and type of plants to be approved.

**Failure to provide complete information will delay the approval process.**

**NOTE:** It is the property owner's responsibility to ensure that all requests conform to applicable zoning and building regulations and that approved projects are properly permitted in accordance with all city, state and municipal requirements.

ATTACHMENTS SUBMITTED BY PROPERTY OWNER

- Written description of project
- Lot survey showing location of addition or installation, if applicable
- Specifications (i.e. copies of plans indicating dimensions, materials, colors etc.)
- Paint chip/color samples
- Other (i.e. pictures, brochures, etc.)

**THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD**

Request Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Denied \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTES/COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

Architectural Review Board