



PLEASE NOTE

INTERIOR CHANGES: ANY INTERIOR STRUCTURAL CHANGES REQUIRE A REVIEW BY A STRUCTURAL ENGINEER. A REPORT FROM THE ENGINEER MUST BE FILED WITH THE ARC (ARCHITECTURAL REVIEW COMMITTEE) AND THE ASSOCIATION OFFICE

EXTERIOR CHANGES: ANY CHANGE TO THE EXTERIOR OF YOUR HOME, LIMITED COMMON AREA OR THE COMMON AREA NEAR YOUR HOME MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE ARC (ARCHITECTURAL REVIEW COMMITTEE) AND THE HERMITAGE BOARD OF DIRECTORS.

HOMEOWNERS FOUND IN VIOLATION OF THESE PROCEDURES MAY BE SUBJECT TO FINES AS SET FORTH IN THE ASSOCIATION DOCUMENTS, AND MAY BE ORDERED TO REMOVE ANY UNAPPROVED CHANGES AT THEIR OWN EXPENSE.



ARCHITECTURAL REVIEW COMMITTEE
APPLICATION GUIDELINES

**PLEASE READ GUIDELINES CAREFULLY
INCOMPLETE APPLICATIONS WILL BE REJECTED
AND WILL DELAY YOUR PROJECT**

- 1. DEADLINE FOR RECEIPT OF AN APPLICATION IS 3:00 P.M. ON THE MONDAY, THE WEEK PRIOR TO THE MEETING. APPLICATIONS RECEIVED AFTER THAT DATE WILL BE REVIEWED THE FOLLOWING MONTH.**
- 2. A COPY OF THE COMPLETED APPLICATION AND SUPPORTING MATERIALS MUST BE SUBMITTED TO THE ASSOCIATION OFFICE, EITHER IN PERSON OR VIA E-MAIL TO OFFICE@THEHERMITAGEHOA.COM.**

A complete application includes the completed application form with a detailed explanation of the proposed change, drawings and pictures of the work location, architect's plans, engineering reports and cuts of materials being used. A copy of the contractor's general liability (\$1 million minimum) and workers compensation insurance, naming The Hermitage as additional insured is also required.

- 3. ARC MEETINGS TAKE PLACE ON THE SECOND TUESDAY OF THE MONTH AT 9:30 A.M. IN THE ASSOCIATION OFFICE.**
- 4. APPLICANTS SHOULD ATTEND THE MEETING TO ENSURE AN INFORMED CONSIDERATION OF THEIR APPLICATION BY THE ARC COMMITTEE.**

5. **The Architectural Review Committee has 45 days from receipt of your application to render a decision.**

6. **Building Requests**: Plans must show type and location of proposed change, with all accurate measurements given. They should show distances from other structures and must list building materials to be used (style of siding, style of exterior door, window, stone, brick, etc.) A photograph or brochure of items such as a proposed skylight, greenhouse, window, door etc. is required. **ALL STRUCTURAL CHANGES MUST BE NOTED.**

7. **Landscape Requests**: A plan or drawing must show location of area of change in relation to applicant's home. The size of a garden bed (if bed is to be created, enlarged, changed or removed) should be clearly shown. If trees or shrubs are to be removed or added, the location of trees or shrubs, their size and species/cultivar should be included.

8. **Fence Requests**: See "Hermitage Fence Standards" located in your Architectural Standards Guide or check with the Association Office. Fence locations are restricted.

9. **Swimming Pool Requests**: See "Hermitage Pool Standards" located in your Architectural Standards Guide or check with the Association office. Pool locations are restricted.



ARCHITECTURAL REVIEW COMMITTEE APPLICATION

SUBMISSION DEADLINE: 3:00 P.M. ON THE MONDAY, THE WEEK PRIOR TO THE MEETING.

Homeowner Name (Please Print): _____

Address: _____

Unit Type: _____

Email: _____

Phone: _____

Detailed Description of proposed work and materials to be used:

Name of Contractor: _____

Address: _____

Email Address: _____ Phone: _____

Additional material that MUST accompany application. Incomplete applications may be delayed by the committee pending receipt of required information.

- A copy of the contractor's general liability (\$1 million minimum) and workers compensation insurance, naming The Hermitage as additional insured
- Drawings and pictures of work location, architect's plans, engineering reports and cuts of materials being used.
- If application is approved, the applicant will need to supply a copy of the building permit (if needed) and the contractors Lower Merion License prior to starting work. Homeowners are responsible for securing all Lower Merion Township permits that may be required. To see if a permit is required please contact the Lower Merion Building Department or go to www.lowermerion.org/government/permits-and-forms

THE HOMEOWNER SHOULD BE IN ATTENDANCE WHEN THEIR APPLICATION IS REVIEWED. IN THEIR ABSENCE, THE APPLICATION MAY BE RE-SCHEDULED FOR THE NEXT MEETING.

Homeowner's Signature:

Date: