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Important:

Please review the ARC Guidelines on our website villagegrove.net before you submit your request to ensure your request is improved in a timely fashion

My Items

My Items **Submit a Request**

Select the type of request you would like to submit:

ARC Request

Property

4364 Grove Field Ct

Area of work

(Choose an Item)

Subject

Work to be done:

Estimated Project Start Date

Estimated Project End Date

Upload ARC Form and other Documents

Select files...

Submit Form

How to Access the new Architectural Request (ARC)

1. Click the link below and sign into your account or go to our website villagegrove.net and click the button next ARC request . If you have not signed in before, select sign up and follow the instructions.

https://portal.shabenandassociates.com/Home_v2/Login

2. Select "My Items"
3. Select "Submit a Request"
4. Select "ARC Request"

Once you have Selected "ARC Request" the page to the left will open and you can complete and submit your request

← Once you login your address will automatically populate

← The area of work is a drop down and you can select what modification you want approved, exterior painting, fence, etc.

← Name your request, Building a Fence, Exterior Painting, Etc.

← Provide the scope of work you would like to complete. If you are painting include the color palette and applicable color item numbers. If you are installing a deck, building a fence, adding a porch or any other construction modifications you will need to upload specific plans/drawings that include applicable measurements

← Use the drop downs to provide your projected start and end dates

← Download applicable drawings and or plans for your request

← Click to submit your request. You will receive a confirmation when your request is received