

Architectural Change Request

Submission Checklist, Cover Page & Form

To ensure your application is processed promptly, please review and complete this checklist before submission. All items listed below must be included for your request to be considered complete.

Applicant Information

- Homeowner's Name – Fully completed
- Property Address – Full address
- Subdivision Name
- Phone Number and Email Address – Current and valid

Required Documentation

- Completed Architectural Change Request Form – All sections filled out and signed
- Project Description – Detailed explanation of proposed changes or additions
- Plot Plan/Survey – Clearly showing proposed change location relative to home, property lines, easements
- Drawings, Photos, Specifications – Include dimensions, colors, materials, style, and photos
- Noise or Screening Details – For equipment (pool pumps, HVAC, generators, etc.)

Town/County Requirements

- Permit Documentation – Approved permit OR written confirmation from town/county if not required (website screenshot if not needed is fine)

Signatures

- Homeowner's Signature and Date (checklist AND application)

Timeline

- Estimated Start and Completion Dates filled in

Important Note: If your application is submitted incomplete, the 30–60-day review period will not begin until all required documentation has been received and verified. The original submission date does not count towards the review timeline. Once a completed application is submitted, IRJ will forward it to your board of directors for review. Any questions concerning your application need to be directed to arc@irjpm.com.

Submission Instructions

- Email to: arc@irjpm.com
- Include all attachments and this checklist cover page with your application.
- Submissions must be in PDF format.

Applicant Certification:

By submitting this form, I acknowledge that I have included all required documentation and understand that incomplete applications will not be processed.

Signature: _____ Date: _____

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Homeowner's Name: _____

Property Address: _____

Subdivision Name: _____

Homeowner's Phone: _____

Homeowner's Email: _____

Request Statement and Agreement

I determine this proposed project to be fully compliant with the Homeowners Association's Covenants and/or Design Guidelines. I request project approval by the Association and/or Architectural Committee for the following project described only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If IRJ Property Management and/or the Architectural Committee determines this project in any way violates the existing Association Covenants and/or Design Guidelines, is not completed within the allotted time, or not maintained to the satisfaction of the Homeowners Association, I will cause the project to become completed in a manner fully compliant with the Covenants and/or Design Guidelines and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the Covenants, Design Guidelines and maintenance standards and reimburse the Association for all expenses associated with the compliance. I will be responsible for obtaining all necessary permits required by local governments having jurisdiction. Furthermore, I will be responsible for calling the Call-Before-You-Dig Hotline if I am planting in or near a common area and/or easement.

PLEASE READ CAREFULLY: PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30-60 DAYS FROM RECEIPT OF COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. **IRJ DOES NOT PROCESS APPLICATIONS, COMPLETED APPLICATIONS ARE SENT TO YOUR BOARD FOR CONSIDERATION**

BEFORE SUBMITTING THIS FORM, Homeowners must reach out to the town/county to determine whether a permit is needed to submit their request. If a permit is needed, it must be submitted along with this form. If a permit is not needed, please provide correspondence from the town/county stating that no permit is needed for the project. This can be in the form of a formal letter, website documentation, or in email format. This paperwork is required to submit your request. If your town/county requires HOA approval before a permit can be considered, please include documentation from the town/county so that conditional approval may be considered. Failure to submit this paperwork will result in an incomplete application and the application will not be considered until all paperwork has been submitted. Your timeline for submission does not begin until a completed form is submitted regardless of initial submission date.

I acknowledge that I have read the above information, and that I have informed my adjacent neighbors that if approved, there will be potential for more traffic and/or noise while the project is taking place.

Homeowner Signature: _____ Date: _____

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Please provide the following information and documents for your request:

- Any sizes, styles, colors, heights & dimensions, description of materials, etc. for your project.
- Attach a copy of your plot plan or survey and indicate (with highlighter or red pen) location of the proposed exterior design change on the lot in relation to the home, other existing structures, and property lines.
- Any specifications, photos, paint or stain colors, or the like that will assist in reviewing this application.

Please note that potential screening or site restrictions, noise levels and other privacy instructions will be considered in the review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

Estimated Construction Dates: *Start: _____ *Finish: _____

Please make sure your contractor adheres to your schedule, please note that projects **CAN NOT** start until you receive approval from the Association. *Again, please be advised that the review process may take 30-60 days from receipt of application. All projects are required to be completed within 1 year of approval. If the project is not completed, a new request for approval **MUST** be submitted. Submission start date does not begin until all documentation has been submitted in a single PDF file. Please reference the above checklist before submitting your application to ensure there is no delay in the submission process.

Other information regarding the project request that you feel may be helpful during the review process:
