ARC DO'S and DON'TS

There are several steps to take which will speed the Architectural Review Committee (ARC) in its review of your application.

1. Identify your project on the first page, so the committee does not need to paw through all the pages of your application to determine exactly what your project might be. Make sure all the projects are identified, for instance, a swimming pool AND a fence.

2. Make sure your contact information, especially phone numbers or e-mail address, are legible.

3. Include a functional e-mail address for most rapid response.

4. Include a copy of your plat or survey with the "footprint" of your project drawn on the survey. The committee must determine whether the proposed project lies within the building lines, and most building lines are already present on the survey. Exception: Some surveys do not include the 25 foot interior building line on the back lot line.

5. Include a sketch of the finished project. Some projects have website pictures of similar projects – this is fine. If the project is a building, include elevations from all differing sides. The committee must determine that the finished product will be well constructed and that the final "look" will harmonize with existing structures. If you are using a contractor, the contractor will usually provide the sketch and the elevations.

6. Include a list of materials. The committee must determine that all materials are new and that the finished product will be well constructed. Your contractor will be able to furnish you with an appropriate list. If you are painting, include a copy of the paint chip for color.

7. If you are building a swimming pool, be sure that the location of the pool equipment is designated on the survey. The committee must determine whether the equipment will be visible from the street. If so, deed restrictions require that it be screened from view, so include the method of screening in your application.

8. If you are building a fence, be sure to indicate the height of the fence and the materials to be used in constructing it. The committee must determine that the fence is no more than 8 feet in height. If the fence is made of some type of wood, the "good" side of the fence must face public view.

9. Do send an application for removal of living trees that are three inches or more in diameter. Do not send an application for removal of dead trees. Do

send an application for major landscaping such as adding rocks or other architectural features. Do not send an application for adding plantings.

10. The ARC has 30 days to consider your application before rendering a decision, and the time does not start until the committee has received all your paperwork. If you include an e-mail address, the committee will notify you when it receives your application (typically a week after you submit it to the management company). Turnaround in the committee averages about a week, but may take longer. If you include an e-mail address, notification of decision will be made by e-mail, saving about a week of mail time and process time by the management company.

Remember: The goal of the Architectural Review Committee is to serve both you and the community by determining that your finished improvement will not violate the deed restrictions and will enhance the value of your property.