

**Burning Tree Ranch Homeowners Association  
Architectural Change Request Form**

Name: \_\_\_\_\_

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

Lot # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

General Description of proposed Alternation, Change, or Replacement:

\_\_\_\_\_

Detailed Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Materials: \_\_\_\_\_

\_\_\_\_\_

Color: \_\_\_\_\_ Style: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Location (provide drawing or detailed description as applicable): \_\_\_\_\_

\_\_\_\_\_

Additional Information (list or attach any other relevant information): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification:** I understand approval of the above changes by the Burning Tree Ranch Homeowners Association Architectural Committee (ARC) or Board of Directors does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and observing all local zoning ordinances. If approved, I agree to make the changes under the terms and conditions specified in the letter of approval. All changes will be on my property or property lines and not affect access to easements (it is recommended that a legal land survey be obtained for any project located near the property line, unless the property line has already been surveyed and clearly marked). The ARC is to be notified as major steps in the project begin.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Architectural Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Email completed form and any attachments to: [btrboard@gmail.com](mailto:btrboard@gmail.com)

Email any questions to: [btrboard@gmail.com](mailto:btrboard@gmail.com)