

# Fenwick Garden Village Architectural Review Committee (ARC) Application

*(Submitted pursuant to the Declaration of Covenants, Conditions, and Restrictions and the Design Guidelines.  
For more information, visit the [fenwickgardenvillage.com](http://fenwickgardenvillage.com) website.)*

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## OWNER & PROPERTY INFORMATION

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

Owner Name(s): \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Location of Improvement (e.g. front yard, side yard, house, etc.)

## DESCRIPTION OF PROPOSED IMPROVEMENT

In accordance with the Declaration of Covenants, Conditions, and Restrictions for Fenwick Garden Village and the Design Guidelines, the Owner hereby submits this application for review and approval of the following proposed exterior improvement(s):

*(Provide a clear description including scope of work, materials, colors, dimensions, and placement.)*

## REQUIRED SUBMITTALS *(As required by the Declaration and Design Guidelines)*

The following items are submitted in support of this application, as applicable to the proposed improvement:

- ☐ **Two (2) complete sets of plans or drawings**, which may include:
  - Site plan
  - Elevations
  - Roof plan
  - Landscaping plan
  - Material and color selections
  - Any additional drawings or information necessary to fully describe the proposed improvement
- ☐ **Written specifications or supporting documentation**, including product information, finishes, and materials
- ☐ **Any additional information requested by the Architectural Review Committee (ARC)**

## OWNER ACKNOWLEDGMENTS & AGREEMENTS

By submitting this application, the Owner acknowledges and agrees that:

**1. Prior Written Approval Required**

No exterior construction, alteration, modification, or improvement shall commence unless and until **written approval** is granted by the Architectural Review Committee, as required by the Declaration and the Design Guidelines.

**2. No Governmental or Legal Approval Implied**

Approval by the ARC **does not constitute approval or certification** of compliance with:

- Oklahoma law
- City of Edmond ordinances
- City of Oklahoma City ordinances
- Zoning, building, or permitting requirements

**3. Compliance with all applicable laws and regulations remains the sole responsibility of the Owner.**

**4. No Warranty or Representation**

Approval by the ARC does not constitute a warranty or representation regarding:

- Structural integrity
- Safety
- Engineering sufficiency
- Drainage impacts

**5. Conformance With Approved Plans**

All improvements must be completed **exactly as approved**. Any material deviation from the approved plans, specifications, or materials requires submission of a new or revised application and written ARC approval prior to implementation.

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### SIGNATURES

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

**Owner Signature:** \_\_\_\_\_

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

**Agent Signature (if applicable):** \_\_\_\_\_

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### ARCHITECTURAL REVIEW COMMITTEE USE ONLY

**Application Status:** ☐ Approved ☐ Approved with Conditions ☐ Denied

**Conditions (if any):** \_\_\_\_\_

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

**ARC Representative Signature:** \_\_\_\_\_

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### SUBMISSION INSTRUCTIONS

Submit this completed application and all required supporting materials by **one** of the following methods:

**Email (preferred for faster delivery):** fgvhomeowners@gmail.com

**Mail:** Fenwick Garden Village Architectural Review Committee 1326 Fretz Drive Edmond, Oklahoma 73003

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### IMPORTANT NOTICE REGARDING REVIEW TIMELINE

If an application is submitted **incomplete**, the Owner will be notified of the additional information required. **The review period does not begin until a complete application is received.** The Architectural Review Committee has **up to thirty (30) days** from receipt of a **complete application** to review and issue a written response.