

## REQUEST FOR HOME IMPROVEMENT APPROVAL

In an effort to provide and protect each individual homeowner's rights and values, it is required that any homeowner considering improvements and/or change of their deed property, must submit a REQUEST FOR HOME IMPROVEMENT APPROVAL FORM to the Architectural Review Committee (ARC) for planned improvements and /or changes. If any change is made that has not been approved, the Committee has the right to require the homeowner to remove the improvement and/or change from the property.  
PLEASE COMPLETE THIS FORM IN DETAIL.

DATE: \_\_\_\_\_ PRINT NAME OF OWNER: \_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

1. Briefly describe the improvement/change proposed: (include drawing with size and height):
  
2. Who will do the actual work? (For your protection, we recommend that you use a license, bonded, and insured contractors).
  
3. Location of improvement (check applicable areas). **YOU MUST ATTACH A DRAWING TO SHOW LOCATION OF IMPROVEMENT IF APPLICABLE.** (Include distances from walls and houses)  
\_\_\_\_ front of house \_\_\_\_ back of house \_\_\_\_ side of house \_\_\_\_ roof \_\_\_\_ patio \_\_\_\_ garage  
\_\_\_\_ other:  
\_\_\_\_\_

1. Material necessary for proposed improvement/change (check and identify types and colors:  
MUST ATTACH ONE (1) PAINT/STAIN SAMPLE OF EACH COLOR  
MATERIAL TYPE/COLOR

\_\_\_\_ Paint \_\_\_\_\_

\_\_\_\_ Stain \_\_\_\_\_

\_\_\_\_ Lumber \_\_\_\_\_

\_\_\_\_ Brick \_\_\_\_\_

\_\_\_\_ Screen \_\_\_\_\_

\_\_\_\_ Shingles \_\_\_\_\_

\_\_\_\_ Pipe \_\_\_\_\_

\_\_\_\_ Electrical \_\_\_\_\_

\_\_\_\_ Fence \_\_\_\_\_

\_\_\_\_ **Other** \_\_\_\_\_

**UPON COMPLETION OWNER SHALL SUBMIT A PHOTO OF THE FINISHED IMPROVEMENT TO BE ADDED TO THEIR FILE. \_\_\_\_\_ (initial)**

**Owner's Affidavit:**

To my knowledge, nothing in the proposed improvement/alteration is in violation of the Declaration of Covenants, Conditions, and Restrictions of the association as applicable to the subject lot.

1. I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the Governing Documents.
2. I understand that approval by the ARC shall in no way be construed as a waiver of modification of the Governing Documents.
3. I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure.
4. I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the ARC shall in no way be construed as a waiver as such.
5. I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Association Architectural Review Committee. I understand that the Association ARC will act on this request as quickly as possible and contact me regarding their decision.

**\*\*\*Renters submitting plans must show proof of permission from homeowner before doing work\*\*\***

\_\_\_\_\_  
Construction Start Date

\_\_\_\_\_  
Completion Date

\_\_\_\_\_  
Signature of Homeowner

Please submit to the homeowner portal by visiting [portal.diversifiedprop.com](http://portal.diversifiedprop.com).