

Thank you for starting the review process of your project. Attached is an application form that we are starting to use in Ski Island. The board will need to review your proposed design along the application. The board ask that each applicant review the plans with the adjacent neighbors and seek their approval as indicated by signatures on the application form. Call me at 405.570.5562 and I will be happy to come over and do a onsite walk-through concerning your project, and answer any questions that you may have. In addition to the attached application form you will need to submit the following for the board's approval of your project.

Information that needs to be submitted to the ARC

1. A completed Project Submission Form, including a narrative description of the proposed changes or additions.
2. A plot/site plan "top-down-view"(usually a copy of the survey document that should have been provided at closing)of the entire lot marked up to illustrate the location on the property of existing structures and the proposed changes or additions and clearly showing all related property lines. Individual neighborhood covenants usually specify setback requirements from each property line. The location of any changes in drainage should be illustrated along with an indication of how the flow of water will change from what exists today.
3. Elevation "side-view" drawings, sketches, illustrations, or representative pictures of any proposed structures that clearly illustrate what the appearance of the structure will be when completed and includes overall dimensions.
4. Descriptions of materials to be used together with color samples and physical samples if different from what exists. Color pictures illustrating changes and pictures of proposed items are very helpful.
5. When appropriate, descriptions of the types and sizes of plant materials for landscaping changes that create a visual screen or barrier.

Please contact me if you have any questions, or need any assistance in completing the forms for your project to be approved by the board at 570.5562.

Thank you

Russ Healy

APPLICATION FOR ARCHITECTURAL APPROVAL

Property Owner's Name:					
Property Address:					
Telephone:		Home:		Work:	
E-mail:					
Estimated Completion Date:					
Contractors Name and Telephone (if applicable):					
Reason for the Change or Addition:					
Project Type:					
Addition	Deck/Patio	Fence	Landscaping	Painting	Other
Project Description: Please describe briefly the proposed change or addition. Cite materials to be used and proposed color(s). Describe similarities to existing structures, if applicable. Use a separate sheet of paper if necessary. Please attach clear, legible drawings. If you need help, contact Russ Healy at (405)570-5562.					

Neighbor Signatures:					
We/I acknowledge that the requesting property owner has shown us/me the Architectural request plan for the proposed improvement(s) described on this form. We/I understand that we/I may make verbal or written comments directly to the ARC.					
Date	Printed Name	Support	Have reservations	Signature	Address

Send or Bring completed form to:

SILC ARC, c/o Russ Healy, 10208 Ski Drive, Oklahoma City, Ok 73162

ARC Approval	Conditional Approval	Disapproval
ARC Comments:		
Signed: (ARC Chairman):		Date: