

GlenArbor POA / ACC Architectural Review Application

In an effort to maintain property values, deed restrictions require that exterior changes be approved by an Architectural Review Committee prior to commencing work. Their evaluation addresses architectural harmony, color, location, minimum construction standards and restrictions. Please consult your recorded POA and ACC documents for deed restrictions. If your change has not been approved, the Committee will have the right to ask the homeowner to remove the improvement and/or change from the property. COMPLETE THIS FORM IN DETAIL. IF NOT COMPLETED IT CANNOT BE PROCESSED AND WILL THUS BE DENIED.

Subdivision: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Home/Cell Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Lot # \_\_\_\_\_

Please check the improvements and/or check the item applicable to your request. Please see below and reverse side for additional information that may be required:

- Replace/Repair Roof
- Replace & Paint Siding
- Install Patio
- Replace Door.
- Install/Repair Fence
- Landscaping: — include drawing w/plants and materials to be used).
- Other. \_\_\_\_\_
- Paint: \_Wood Exterior Trim
- Paint: \_Shutters \_Door
- Install: Pergola
- Stain: \_Deck \_Dock \_Fence
- Extend/Resurface: \_Driveway \_Walk
- Install: Storm Door Windows
- Install: Patio or walk
- Other Exterior (notes below)
- Install: Storage Shed
- Room Addition, provide drawings
- Install structure other

Who will perform the work? Name/Company: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Certificate By: \_\_\_\_\_, Provide a copy of the certificate showing POA has additional insured.

INSTRUCTIONS

Submit your survey map or plat and then insert any proposed addition (room, outbuilding, fence, etc.). Feel free to enclose photographs, sales literature, brochure pages, etc. Your application will be returned if samples of paint, roof shingle, siding and the survey map are not attached if required for project. Please make sure to sign the form before returning it to SCS Management Services.

INFORMATION REQUIRED:

1. Exterior Painting - attach 2 samples of your color choice in the box on the reverse side. If you are applying for a base paint color with a different color trim, please include two samples of each color.
2. Roofing Materials - Attach a small sample of shingle in the box on the reverse side. Please include manufacturer name, color of shingle and years of warranty. **(NA, only the same roof material and color may be used)**
3. Addition of fence, driveway, walkway, storage shed or other free-standing structure (**review ACC allowed items**) - draw location of improvement on survey or plat and give dimensions including height, length, width and distance from each fence; list construction materials to be used and include samples of paint.
4. New Construction, Room Additions — include the survey map with location of new construction and/or addition drawn in plus elevation and side view; show windows, doors, pitch of roof, etc. Indicate all construction materials for exterior walls and roof, submit samples of each. New Construction plans will not be returned but kept on file..
5. Pool requirements — submit survey map showing planned location of the pool. Include distance from each fence and pump equipment location. Include approval letters from MUD District and/or City/County permit as required per your neighborhood. A monetary deposit may be required in some neighborhoods, please check before submission.
6. Copies of any approved permits required by the city or county

I request a response as quickly as possible but agree not to begin the project until a response is received. I understand the Committee members are not architects and do not endorse any products or services.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
DATE

**FOR COMMITTEE USE ONLY**

**SUBMISSION APPROVED** \_\_\_\_\_

Thank you for submitting your plans for exterior changes. Your application has been approved for the specified modifications. Any revisions or alterations require re-submission prior to commencement. Approval denotes compliance with the deed restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments, etc. Once work has begun, completion must be within (30) days unless otherwise noted.

Comments: \_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION DENIED** \_\_\_\_\_

Your application for exterior changes has been denied, as it does not meet guidelines as presented. Please re-assess and resubmit your plans.

- \_\_\_\_\_ A. color selection is not an approved shade
- \_\_\_\_\_ B. height or size limitations are exceeded
- \_\_\_\_\_ C. placement on lot appears to violate front set-back lines or side/rear
- \_\_\_\_\_ D. construction materials are not in accordance with guidelines
- \_\_\_\_\_ E. All Documents required not submitted
- \_\_\_\_\_ F. Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Association Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED**

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Association Representative: (Print) \_\_\_\_\_

Authorized Association Representative: (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

Mail to:  
GlenArbor POA / ACC  
2302 SW I Street, unit 106,  
Bentonville, AR. 72712