

# FORM 3 MODIFICATION TO EXISTING HOME

Lot \_\_\_\_\_ Block \_\_\_\_\_ Phase \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**Simple Modifications:** (e.g. color change, tree removal, or play equipment) Require: color samples, brochures, and/or location on a site plan

**More Involved Modifications:** (e.g. addition of a room, dormer, screened porch, sunroom, accessory structure, walls, pool, or fence) Requires: site plan, elevation drawings or sketch, brochure or photo, color samples/materials information as appropriate for the ARC to know where it is located, what it will look like and what it is made of.

This Submittal is for:	
<input type="checkbox"/>	Color/ Material Change
<input type="checkbox"/>	Exterior Hardscape
<input type="checkbox"/>	Fencing
<input type="checkbox"/>	Tree Removal / Landscape
<input type="checkbox"/>	Accessory Structure*
<input type="checkbox"/>	Swimming Pool *
<input type="checkbox"/>	Change which increases Foundation Sq. Ft. or requires home elevation drawings*
<input type="checkbox"/>	Other
*ARC Process Review fee of \$300 required for these items; check payable to "Council of Associations/ARC" with notation of owner and site Location.	

**Landfall Communities:** Approval of sub-association HOA such as Birkdale, Bay Colony or Muirfield is required with submission.

Call an ARC Coordinator to discuss the submittal to ensure the necessary information is provided for timely ARC action.

**Description of Submittal Request:** Please attach additional pages with submission comments as necessary.

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**EXTERIOR MATERIALS** (as appropriate) Submit samples if the ARC does not already have it in the ARC files.

Roofing:	_____	_____
	Material/manufacturer/model	Color
Brick/Siding:	_____	_____
	Type/manufacturer/material	Model/Color or, if painted, Color (mfg/name/color #)
Windows/Doors:	_____	_____
	Material/manufacturer/model	Color (mfg/name/color #)
Terrace/Porch:	_____	_____
	Material	Color
Railing:	_____	_____
	Material (brochure or drawing required)	Color
Walls:	_____	_____
(decorative and retaining)	Material (drawing required)	Color
Fence:	_____	_____
	Material (brochure or drawing required)	Color

*I certify that I have read the ARC Guidelines and this submission is in accordance with and subject to the Guidelines. I also understand that ARC approval is required prior to performing the work applied for in this submittal and that the work is performed per the details of the submittal and any requirements specified by the ARC approval. Unapproved property modifications may be subject to a standard, as well as daily fine.*

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