

FORM 3 MODIFICATION TO EXISTING HOME AND LANDSCAPE FORM

Lot _____ Block _____ Phase _____
 Site Address _____
 Owner _____
 Phone _____ Fax _____
 E-Mail _____
 Contractor _____
 Contractor E-mail _____

This Submittal is for:

- Color/ Material Change
- Exterior Hardscape
- Fencing
- Tree Removal / Landscape
- Accessory Structure*
- Swimming Pool *
- Change which increases foundation sq. ft. or requires home elevation drawings including screen porches*
- Other

*ARC Process Review fee of \$300 and \$600 Impact fee required for these items; check payable to "Council of Associations/ARC" with notation of owner and site Location.

Simple Modifications: (e.g. color change, tree removal, or play equipment) Require: completed form, 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: 1"X10' scale site plan, 1/4" scale elevation drawings, color samples/materials and information as appropriate for the ARC to know where it is located, what it will look like and what it is made of

Landfall Communities: Review by sub-association HOAs such as Birkdale, Bay Colony or Muirfield is required.

Call an ARC Coordinator to discuss the submittal to ensure the necessary information is provided for timely ARC action. A site visit is conducted with each submittal.

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

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 _____