

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR CHANGE

Cleveland Hall

Effective June 1, 2014, owners need to submit a \$35.00 fee for processing (this fee will not apply to satellite dish requests). Owners need to check one of the two options for payment below:

ARC Processing Fee \$35.00 Charge my account Check attached payable to my HOA

Property Owner: _____ Date: _____

Property Address: _____ Lot # _____

City, State, Zip: _____ Email Address _____

Cell/Other Phone: _____ Home Phone: _____

Improvement: (Complete Description)

Licensed Contractor will be used: Yes No

Building permit required: Yes No If so, have you obtained: Yes No

Dimensions: _____ (if applicable) Contractor Name: _____

Color: _____ (if applicable) Contractor Phone: _____

Location: _____ (on home/property) Cost of Project: _____

Construction Materials: _____

Paint/Stain Selection (if applicable): _____

(Please list the paint/stain color, manufacturer name, etc.)

All Submissions must be accompanied with the following:

- **Architectural drawing and/or pictures**
- **Property survey/plat showing improvement(s)**
- **Description and samples of materials**
- **Evidence of government approval (permits for city and county, etc.) where applicable**

NOTE: REMEMBER TO ALLOW THIRTY (30) DAYS AFTER SUBMISSION TO THE ARC.

PLEASE RETURN INFORMATION TO: Ghertner & Company

**Attn: ARC Request
50 Vantage Way, Suite 100
Nashville, TN 37228
Fax: 615-259-4540
Email: hsr@ghertner.com**

IMPORTANT NOTICE: FOR YOUR PROTECTION, INQUIRE AND OBTAIN CITY AND/OR COUNTY PERMITS BEFORE SUBMITTING REQUESTS FOR APPROVALS TO THE ARC.

APPROVAL OF ANY STRUCTURE BY THE ARC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE HAS BEEN BUILT IN ACCORDANCE WITH ANY GOVERNMENTAL REGULATION(S) OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

NEITHER DECLARANT, THE ASSOCIATION, THE ARC, THE BOARD, NOR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES AND AGENTS OF ANY OF THEM SHALL BE LIABLE IN DAMAGES TO ANYONE SUBMITTING PLANS AND SPECIFICATIONS TO ANY OF THEM FOR APPROVAL, OR TO ANY OWNER OF PROPERTY AFFECTED BY THE DECLARATION BY REASON OF MISTAKE IN JUDGEMENT, NEGLIGENCE OR NONFEASANCE ARISING OUT OF OR IN CONNECTION WITH THE APPROVAL OR DISAPPROVAL OR FAILURE TO APPROVE OR DISAPPROVE ANY SUCH PLANS OR SPECIFICATIONS; NOR SHALL ANY OF THEM ASSUME LIABILITY OR RESPONSIBILITY FOR ANY DEFECT IN ANY STRUCTURE CONSTRUCTED FROM ANY SUCH PLANS AND SPECIFICATIONS.

Homeowner acknowledges that he/she has read all pages of this form:

HOMEOWNER'S SIGNATURE

HOMEOWNER'S SIGNATURE

DATE SIGNED

DATE SIGNED

INTERNAL USE

Date Management Firm Rec'd: ____/____/____

Rec'd By: _____

Date Approved: ____/____/____

Date Denied: ____/____/____

Approval/Denial Explanation:

Architectural Review Committee Signatures:

Note: You may not begin construction on any modification until you have received a written correspondence from the Architectural Review Committee.

Architectural Committee Request Sketch Form
Cleveland Hall

SKETCH OUTLINE OF PROPOSED IMPROVEMENT BELOW
(include location of property lines, house, driveway, etc. and proposed improvement)

Property Owner: _____

Property Address: _____

A large grid of graph paper for sketching architectural improvements. The grid consists of 30 columns and 30 rows of small squares, providing a structured area for drawing property lines, buildings, and other features.

6/1/14