ALL REVIEWS MUST BE SUBMITTED TO THE ARC FOR REVIEW

What is needed for ALL Residential Architectural Reviews:

Name, Address/Lot, and Phone number of the Owner/Builder needs to be included on the submittal. If contact person is different than the owner, include their name and number. A complete written description as to what the owner/builder wants to do. Include all measurements of changes or additions taking place.

Please allow at least two to three weeks for processing. The ARC does not have a set day or time for meeting.

A sample or exterior materials color chart of any/all supplies that are going to be used. This includes brick, mortar, paint, stone, roofing, canopy materials, etc...

New Homes or Additions: Three (3) copies of building plans, site plan, color/materials chart and landscaping plan.

Fences: ONE (1) copy of **survey** with proposed fence drawn in a dark or dotted line, indicate gates, height, style and materials to be used.

Decks: ONE (1) copy of **survey** with proposed deck drawn on it, along with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

Patios: ONE (1) copy of **survey** with proposed patio on it; along with dimensions, thickness of concrete, and how it will be finished.

Screened in Porch: One (1) copy of **survey** with proposed porch on it; along with dimensions, materials, and colors, how roof will tie into home and back and side elevations.

Sunrooms: ONE (1) copy of **survey** with proposed sunroom on it; along with dimensions, materials, colors, how roof will tie into home, back and side elevations, and detailed information on windows to be installed.

Landscaping: ONE (1) copy of **survey** with landscaping plans to scale with the changes indicated on the plans along with type of plants to be used and size of plant. Ex: 4-inch container/ 5 foot tree.

Removal of trees: ONE (1) copy of **survey** with detailed location showing the trees/tree to be removed and the reason why.

Play set installation, trampolines, and sheds, etc. ONE (1) copy of **survey** with the proposed item indicated. Include all details such as materials, dimensions, style and colors. Picture of item would be preferred also.

Swimming Pools: ONE (1) copy of **survey** with pool indicated along with dimensions, any special features where pool equipment will be and existing or proposed fence.

Paint Requests: samples with numbers and manufacturer are required.

Retaining walls: ONE (1) copy of **survey** with the wall indicated in a dark or bold line. Include details such as type of materials, colors and all dimensions.

Driveways: ONE (1) copy of **survey** with driveway showing any changes indicated along with thickness and how it will be finished.

What is needed for ALL Residential Architectural Reviews:

Name, Address/Lot, and Phone number of the Owner/Builder needs to be included on the submittal. If the contact person is different than the owner, their name and number is also needed. A complete written description as to what the owner/builder wants to do. A drawing to scale of the changes or additions. All measurements of changes or additions taking place.

A sample or exterior materials color chart of any/all supplies that are going to be used. This includes brick, mortar, paint, stone, roofing, canopy materials, etc.

New Homes or Additions: TWO (2) copies of building plans, site plan, color/materials chart and landscaping plan.

Fences: ONE (1) copy of survey with proposed fence drawn in a dark or dotted line - indicate gates, height and materials to be used.

Decks: ONE (1) copy of survey with proposed deck drawn on it, along with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

Patios: ONE *(1)* copy of survey with proposed patio drawn on it, along with dimensions, thickness of concrete, and how it will be finished.

Screened in Porch: ONE (1) copy of survey with proposed porch on it; along with dimensions, materials, colors, how roof will tie into home and back and side elevations.

Landscaping: TWO (2) copies of landscaping plans with the changes indicated on the plans along with type of plants to be used and size of plant. Ex: 4-inch container/ 5 foot tree.

For play set installation, trampolines and shed houses, etc. we need the survey plan with the proposed item indicted on it by means of a circle, box, etc. Include all details such as, materials, dimensions and colors.

For Swimming Pools: we need a survey with pool drawn on it with dimensions, any special features and include on survey existing fence.

For paint requests: we will need samples with numbers and manufacturer.

For retaining walls: we need a survey with the wall indicated in a dark or bold line. Include details such as type of materials and dimensions.

You may mail this information to One Riverchase Office Plaza, Suite 200, Birmingham, AL 35244 or Fax it to us at (205) 733-6710, or you may drop it off at our office Monday - Friday from 8:00 a.m. - 5:00 p.m. or E-Mail it to Joe McKay at jmckay@mckaymgmt.com or Jan Domit at idomit@mckaymgmt.com.

Doors or Window Installation/Replacement: picture or drawing with dimensions, materials, and color of trim and picture of the home.

Lighting, Satellite Dishes, Lawn or Home Ornaments, Any change to the house or property: picture or details with dimensions, colors, location, etc...

A SURVEY MUST BE SUBMITTED WITH ALL SUBMITTALS THAT ARE NOTED WITH A SURVEY. NO EXCEPTIONS. IF ALL MATERIAL IS NOT SUBMITTED PROPERLY, THEN THE ARC REVIEW PROCESS WILL BE DELAYED UNTIL ALL INFORMATION IS RECEIVED.

Submission of ARC forms should not be assumed as approved. It **is the responsibility of homeowner to follow up with the management company prior to commencement of any project** if **they have received no response from the ARC committee. ARC forms are only valid for 60 days from date of submission.**

You may mail this information to:
2700 Highway 280, Suite 425W,
Birmingham, Alabama 35223

Fax it to us at: (205) 871-7548,

You may drop it off at our office Monday-Thursday from 8:00am-4:00pm

Email Tanya Clark at: Tanya@eddleman.com

ARCHITECTURAL REVIEW COMMITTEE (ARC)
INFORMATION FORM

DATE: _____ ___

NAME OF ASSOCIATION _____

APPLICANT:_____ TELEPHONE:_____

ADDRESS:_____ ___

SUBDIVISION:_____ LOT:_____

EMAIL ADDRESS: _____ ___

DESCRJPTION OF PLANS_____ DESIGNER:_____

EXTERJOR COLORS AND MATERIALS ( ) ---MUST HAVE COLOR CHART OR SAMPLES WITH MANUFACTURER NUMBER AND NAME.

FENCE ( ) **---MUST HAVE SURVEY** WITH FENCE DRAWN ON SURVEY IN DARK LINE WITH GATES INDICATED, MATERIALS, HEIGHT AND STYLE.

LANDSCAPING ( ) **---MUST HAVE SURVEY** AND PLANS WITH LANDSCAPING INDICATED WITH TYPE AND SIZE OF PLANTS AND/OR TREES.

BUILDING ADDITIONS ( ) **---MUST HAVE SURVEY** AND PLANS, ELEVATIONS, DIMENSIONS AND MATERIALS LIST.

A SURVEY MUST BE SUBMITTED WITH ALL SUBMITTALS THAT ARE NOTED WITH A SURVEY. NO EXCEPTIONS. IF ALL MATERIAL IS NOT SUBMITTED PROPERLY, THEN THE ARC REVIEW PROCESS WILL BE DELAYED UNTIL ALL INFORMATION IS RECEIVED.

COMMENTS AND/OR ADDITIONAL INFORMATION:

_____

_____

_____

THE ARC DOES NOT HAVE A SET DAY OR TIME FOR MEETING SO PLEASE ALLOW AT LEAST 2-3 WEEKS FOR PROCESSING

Submission of ARC forms should not be assumed as approved. It is the responsibility of homeowner to follow up with the management company prior to commencement of any project if they have received no response from the ARC committee. ARC forms are only valid for 60 days from date of submission.

EXTERIOR COLORS AND MATERIALS

CONTRACTOR/HOMEOWNER PHONE

SUBDIVISION/LOT

COMMUNITY

DESIGNER DATE

EXTERIOR COLORS: Please complete the form and include paint chips/samples

Roof

Brick.

Mortar

Mortar Joint Type

Siding

Trim,

Shutters

Entrance Door

Window and Door Casing Trim

Gutters

Garage Doors

Other Exterior Trim

Notes:

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PLEASE ALLOW AT LEAST 2-3 WEEKS FOR PROCESSING