**Chartwell Estates HOA**

**Architectural Review and Decision Form**

In accordance with the Association’s documents and Architectural Review Form (ARF) and Guidelines in the Covenants Conditions and Restrictions, I hereby apply for written approval to make the following exterior alternations or changes to my property. I understand that it is solely my responsibility to be sure that any addition to my property is placed within the confines of my property lines and does not in any way encroach upon my neighbors’ property. If you don’t see a category that matches the nature of your request, please use the “Other Feature” section for your request.

Request Date: Received by HOA:

Owner(s) Name:

Property Address:

Home Phone: Work Phone:

Email address (1): Email address (2):

Fax#:

**ROOFING**

Brand: Material: Color: Style:

**(A product sample is required with this application.)**

**EXTERIOR COLOR**

Brand: Color #: Color Name:

**(Acceptable color samples can be obtained from the Board. Your selection must be approved by the Board.)**

**FENCING**

Location: Type: Material: Color:

**(A lot layout showing the location of the proposed fencing is required with this application. Only approved fence styles (shadowbox or privacy) can be build 6ft. in height, stained or sealed natural wood hues. All fencing must be sealed within the first 12 months after installation.)**

**SHED**

Location: Type: Material: Color:

Size: Roof Type: Height at Eaves Pitch:

**(Shed materials and color must be the same as the body of the home. A lot layout showing the location of the proposed shed along with a picture of the shed type is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval. Please Note: Many municipalities require building permits for the installation of sheds. Please check with your local building department to ensure your product meets the city codes, and that your placement is not on any existing easements.)**

**PLAY EQUIPMENT/SWING SET**

Location: Material: Color:

Canopy Color: Size: Height:

**(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)**

**LANDSCAPING/TREE INSTALLATION**

Tree type: Location: Planting Size: Mature Size:

**(A lot layout showing the location of the proposed tree installation is required with this application. Please note: Large trees may be deemed a nuisance and vision/view blocker to adjoining neighbors when they are fully grown. You may be requested to notify neighbors affected by the proposed installation for their approval.)**

**DECKS/GAZEBOS/PERGOLAS**

Location: Size: Color:

Height at Eaves: Height off ground: Material:

**(A layout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)**

**SATELLITE DISH**

Location: Size: Color: Height at Eaves:

**(Installation shall be on the bear of the structure or other location that minimizes visibility from the street or front of the residence. A lot layout showing the location is required to be included with this application.)**

**OTHER FEATURES**

Feature Description:

Color: Size: Height: Material:

ADDITIONAL INFORMATION:

**Homeowner Signature**: Date:

Architectural Review Committee Decision:

**Approved Conditional Approval Denied**

ARF requirements or comments on application (if any):

**Architectural Review Committee Member Signature:** Date:

**As-built inspection approval:** Date:

**IMPORTANT INFORMATION:** Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorizations, and/or permission from government agencies prior to work commencement. It is the applicant’s sole responsibility to ensure that any work commencing is within their property limits and meets all building setback and easement restrictions.

It is the applicant’s responsibility to protect all elements inside the Association easements and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, which **must be completed in no more than 6 months from the date of the above approval,** THE Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a new deadline for the completion of the work. If the initial work or needed improvements are not completed to the satisfaction of the Association within the timeline(s) provided, a $50 re-filing fee will be charged to the owners account. All Architectural Review Forms will be reviewed within 60 days of receipt by the Committee. A copy of the completed request signed by a Committee member will be mailed to Owner’s home address unless another form is requested by the owner.

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