

Date Received \_ \_ \_ \_ \_

Scheduled for ARC \_\_\_\_\_

## Doctor's Inlet Reserve Architectural Review

### Application for Home Improvements

To: Architectural Review Board

From: Property Owner: \_\_\_\_\_

Lot# \_\_\_\_\_

Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone \_\_\_\_\_

Secondary Phone#: \_\_\_\_\_

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

**NOTE: ALL requirements must be met before approval can be considered.**

**Failure to provide complete information will delay the process.**

#### Home Improvement Required Documentation Checklist

##### \_\_\_\_\_ Exterior Color Selections

- o Attach color chip samples (must be consistent with the integrity of the community)

##### \_\_\_\_\_ Fence Panel and Detail

- o Property survey with fence location and gate locations (include dimensions)
- o Denote height and type of fence (shadowbox, white panel, picket, or aluminum)

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##### \_\_\_\_\_ Satellite Dish

- o Attach survey/drawing showing location of DISH (minimum 10' from front corner of home, not including porches or awnings)

##### \_\_\_\_\_ Architectural Structure Changes

- o Current survey with drawing of improvement (include dimensions)
- o Specify materials
- o Denote colors and finishes with samples
- o If installing a kick plate, it cannot exceed 24"
- o If accessing from a property other than your own, include an approval letter from owner. For example, if adding a concrete slab, how is the concrete getting to the rear of your property?

##### \_\_\_\_\_ Playground Equipment

- o Copy of survey showing location (must be in fenced rear yard)
- o Brochure or drawing of structure (height limit is 10')
- o Specify materials used including color of finish

##### \_\_\_\_\_ Concrete Decorative Borders

- o Copy of survey showing location
- o Sample of color and or brochure

\_\_\_ **Pool Plan and Detail**

- Current survey showing location of pool and the screening of equipment, as well as, the construction access
  
- If accessing from a property other than your own, include an approval letter from the owner. For example, if adding a concrete slab, how is the concrete getting to the rear of your property?
  
- Specify and include samples of colors and materials to be used.

**OTHER**

Provide a plan of proposed changes in the space below. Please note that any submittal (with the exception of an exterior color change) will require a survey of your home showing the applicable changes. Color chips and material samples will also be required with the submittal.

Keep in mind, the more information you provide by the way of samples, pictures, brochures, etc, along with ALL the required information, will only aid the Committee in making an informed decision. The more gray areas, the more chance there are delays or a denial.

Owner's MUST be in compliance with the Deed Restrictions and current on assessment payments in order to receive approval for improvements requested.

**Homeowner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**ARC use only:**

\_\_\_ Approved

\_\_\_ Approved, with the following stipulations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Incomplete application. Please resubmit with the following documents and/or supplies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Request DENIED for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Committee Chairperson Signature** \_\_\_\_\_ **Date** \_\_\_\_\_