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## Architectural Request (Alterations, Additions, Landscape)

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Homeowner \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date of Application \_\_\_\_\_

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**Requested Project:** Please provide a general description of the requested project below.

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### **Required Documents**

The following documents must be submitted along with this application. Failure to submit all the required documents will delay the review of the application.

- ✓ Contractor's Certificate of Insurance
- ✓ Copy of the Contract with material specification
- ✓ Plat of Survey marked with location and modifications
- ✓ Contractor's architectural / landscape drawings with existing and additional proposed beds identified.
- ✓ Sample of colors and color copies
- ✓ Deck / Patio dimensions, including elevation

***Application Process:***

- Homeowner completes the application and submits it, along with the required documentation, to Property Management.
- Property Management submits this request to the Architectural Commission for review.
- Upon ARC approval, the Commission forwards the request to the Board of Directors for final approval at the next scheduled Board meeting.
- Property Manager notifies the homeowner of the Board's decision.
- Upon approval, Homeowner obtains any required permits / approvals from the Village of South Barrington.
- All Village of South Barrington approval forms, and a copy of any permits issued, must be submitted to the Property Management office.
- No work on the requested project may begin until all approvals and required permits are obtained and filed with Property Management.
- Once the project is completed, the Homeowner must contact Property Management to arrange for a final inspection by the ARC.

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*By signing this application, the homeowner acknowledges that they have read and accepted all processes and requirements for approval set forth by the Board of Directors and in this application.*

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Homeowner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

ARC Recommendation: (Please circle one)                      APPROVED                      DENIED

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Reason for Denial \_\_\_\_\_

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Architectural Commission Signature \_\_\_\_\_ Date \_\_\_\_\_

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Board of Directors Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

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Architectural Commission Final Inspection Signature \_\_\_\_\_ Date \_\_\_\_\_