

HOPE VALLEY GREEN
Architectural Review Board
Plan Request Application for Alterations and Additions

The specifications and general review criteria utilized by the ARB as the basis for their decisions are found in the following documents:

- Hope Valley Green Architectural Guidelines for Specific Projects
- Hope Valley Green Home Owners Covenants and Restrictions

Applicants should review the Guidelines and Home Owner's Association Covenants and Restrictions in detail and be aware of current practices for each type of application in the Hope Valley Green community.

Each site and project is different and therefore, each application will be reviewed individually. Prior approval of a given style or project does not constitute "automatic" approval. Every application is evaluated on its own merits, on a case-by-case basis.

It is the sole responsibility of the applicant to ensure complete compliance with all relevant building practices, codes, permits, and licensing requirements.

Plan Request Applications for Alterations and Modifications must be thoroughly completed and the requisite information and materials provided. The application must be submitted to the ARB Chairperson or Vice Chairperson for board review and action. A completed application includes (but is not limited to) the following:

- Thoroughly filled out Plan Request Application Alterations and Modifications form
- If applicable, copy of the foundation surveyor plat plan which shows the location of the proposed alteration, the existing building, and the property lines
- If applicable, blue prints
- All necessary information and/or materials reasonably needed by the ARB to make an informed decision

The ARB meets once per month. At present, it is the 1st Thursday of each month at 7:00 PM. Location will rotate among ARB member homes. All deadlines are firm and must be met in order to provide each ARB member sufficient time to visit the site and review the application.

Homeowners who have submitted an application will be invited and encouraged to the ARB meeting in which their application will be discussed and determined. This helps in clarifying issues and provides an open forum for the exchange of ideas and information.

The ARB will vote on each application after discussion and approval is based on the majority vote. Homeowners are then notified in writing of the ARB decision. Typically, a copy of the application with a completed ARB section will be considered written notification to the homeowner. In no case will verbal approval be granted at the meeting or directly after the meeting.

No Project is to be started without formal ARB review and approval. Upon completion of your project, the ARB has the right to inspect the final project item that was applied for to ensure compliance to application, guidelines, and covenants/restrictions. Homeowners will be notified in writing if the project is not in compliance with the previously approved Plan Request Application for Alteration and Modifications, Architectural Guidelines for Specific Projects, or HVG Homeowner's Covenants and Restrictions. If the project is not brought into compliance, the ARB & HVG Homeowner's Association Officers will use all avenues available to obtain compliance as outlined in the Hope Valley Green Homeowner's Associations Covenants and Restrictions.

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Name: _____ Date: _____

Property Street Address: _____ Home Phone: _____

Email Address: _____ Work Phone: _____

Check Application Item (Including but not limited to items below). If not listed, use "Other Field":

- | <u>Dwelling Additional/
Large Items</u> | <u>Any Structure</u> | <u>Exterior Items</u> | <u>Landscaping and
Lawn Ornaments</u> |
|---|--|--|--|
| <input type="checkbox"/> Rooms | <input type="checkbox"/> Gazebos | <input type="checkbox"/> Driveways | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Screened Porches | <input type="checkbox"/> Storage Sheds | <input type="checkbox"/> Exterior Paint/Stain | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Sun Rooms | <input type="checkbox"/> Radio/TV Antennas | <input type="checkbox"/> Signs | <input type="checkbox"/> Terraces |
| <input type="checkbox"/> Front Door | <input type="checkbox"/> Satellite Dishes | <input type="checkbox"/> Any Exterior Surface Item | <input type="checkbox"/> Arbors |
| <input type="checkbox"/> Front Storm Door | <input type="checkbox"/> Basketball Goals | • Roofing Shingles | <input type="checkbox"/> Built in Barbecues |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Greenhouses | • Shutters | <input type="checkbox"/> Front Yard
Ornamentation |
| <input type="checkbox"/> Steps | <input type="checkbox"/> Awnings | • Siding | |
| <input type="checkbox"/> Garages | <input type="checkbox"/> Decks | | |
| | <input type="checkbox"/> Fences | | |

Other (Explain) _____

Plan Request for Approval: If applicable, please provide a description and/or samples of the request including but not limited to the following: blue prints, plot plan, sketch, nature, height, design, shape, kind, materials, color, & location. (If needed, attach additional documentation.)

Proposed Start Date: _____ Proposed Finish Date: _____

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We ask that you notify your neighbors of your proposed plans. List names and addresses of adjoining properties, indicating that you have discussed the project with them. The ARB reserves the right to notify your neighbors of your proposed plans.

Name	Address
1.	
2.	
3.	
4.	
5.	

I have read a copy of the Hope Valley Green Architectural Guidelines for Specific Projects and the Hope Valley Green Homeowners Covenants and Restrictions. I understand my obligations as outlined in the Hope Valley Green Home Owners Association Covenants and Restrictions. I realize that it is my responsibility to ensure compliance with all building codes if such regulations exist. Permission is granted to members of the ARB to enter my property if needed to evaluate my request.

Home Owner's Signature: _____

Response to Home Owner (To be completed by ARB):

Approved As Submitted: _____

Tentative Approval if plan is modified: _____

Declined: _____

Submitted to ARB Date: _____ Response Due Date: _____ Actual Response Date: _____

ARB Chairperson or Vice Chairperson Signature: _____