

HALF MILE LAKE HOA

Architectural Review and Decision Form

In accordance with the Association's documents and Architectural Review and Guidelines in the HOA's Covenants, Conditions, and Restrictions, I hereby apply for written approval to make the following exterior alterations or changes to my property.

Request Date: _____

Received by Joyner Property Management: _____

HOA Use Only

☐ **Information Complete - Sent to ARC** _____

☐ **Information Incomplete – Return to Owner** _____

Owner's Name: _____

Owner's Address: _____

Lot #: _____

Home Phone Number: _____

Cell Phone Number: _____

E-mail: _____

Work Phone Number: _____

Homeowner's Association Fee Paid: _____

Date Paid: _____

This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" section for your request.

☐ **Roofing**

Brand: _____ Material: _____ Color: _____ Style: _____

☐ **Exterior Color**

Brand: _____ Color # and Name: _____

(A color sample is required with this application)

☐ **Fencing**

Location: _____ Type: _____ Material: _____ Color: _____

(A lot layout showing the location of proposed fencing along with a diagram of the fencing type is required with this application)

☐ **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 Sets**

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 installation for their approval.)

☐ **Solar Panels**

Brand: _____ Size/Capacity: _____ Location: _____

(A roof layout showing the location of proposed solar panels along with a picture of the solar panel type is required with this application)

☐ **Landscaping**

Tree Type: _____ Location: _____ Planting Size: _____ Mature Size: _____

(A lot layout showing the location of the proposed mature 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 full 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 lot payout 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: _____ Height off Ground: _____ Size: _____

(Installation shall be on the rear 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 Feature**

Feature Description: _____

Color: _____ Size: _____ Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information: _____

Homeowner Signature: _____

Architectural Review Committee Decision:

HOA Use Only

☐ **Approved**

☐ **Conditional Approval**

☐ **Denied**

ARC requirements or comments on application (if any): _____

Architectural Review Committee Member Signature: _____ Date: _____

As-Built Inspection Approval: _____ Date: _____

Important Note: 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, authorization, 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 the property limits and meets all building setbacks 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, 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 deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose fines and/or penalties on the applicant until satisfactory completion occurs.

Send Request To:

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