



Architectural Request (Alterations, Additions, Landscape)

Homeowner _____

Address _____

Email _____

Phone _____

Date of Application _____

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

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
- Picture before project is started

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.

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.

Homeowner(s) Signature

Date

ARC Recommendation: (Please circle one)

APPROVED

DENIED

Reason for Denial

Board of Directors Approval Signature

Date

Architectural Commission Final Inspection Signature

Date