

ARCHITECTURAL & RENOVATION REVIEW (ARR) REQUEST

For Interior and Exterior Modifications

Submit this form and all required supporting documents before work begins. Submission does not constitute approval. Work should not begin until written approval is received, when approval is required by the association's governing documents.

1. OWNER / PROPERTY INFORMATION

Owner Name:	Property / Unit Address:
Mailing Address (if different):	Phone:
Email:	Preferred Contact Method:
Contractor / Company (if applicable):	Contractor Phone / Email:

2. TYPE OF MODIFICATION - CHECK ALL THAT APPLY

INTERIOR: ☐ Flooring ☐ Painting/Finishes ☐ Cabinets/Countertops ☐ Plumbing ☐ Electrical ☐ HVAC ☐ Interior Doors ☐ Wall Removal/Addition ☐ Structural ☐ Bathroom ☐ Kitchen ☐ Other: _____

EXTERIOR: ☐ Windows/Exterior Doors ☐ Patio/Deck/Balcony ☐ Landscaping ☐ Fence ☐ Exterior Paint ☐ Roof ☐ Lighting ☐ Satellite/Antenna ☐ Generator ☐ HVAC Equipment ☐ Other: _____

POTENTIAL COMMON-ELEMENT / NEIGHBOR IMPACT: ☐ Common Area/Element ☐ Load-Bearing/Structural ☐ Plumbing Lines ☐ Electrical Service ☐ Waterproofing ☐ Sound/Noise ☐ Building Exterior ☐ None Known

3. PROJECT DESCRIPTION

Describe the proposed work, including location within/on the property:

Materials, finishes, colors, manufacturer/model (if applicable):

4. PROJECT SCHEDULE

Proposed Start Date:	Estimated Completion Date:
Estimated Work Hours / Days:	Will debris/container/equipment occupy common area? ☐ Yes ☐ No

5. SUPPORTING DOCUMENTS - ATTACH AS APPLICABLE

☐ Photos of existing condition ☐ Sketch/diagram ☐ Floor plan/site plan ☐ Product specifications ☐ Color/material samples ☐ Contractor proposal ☐ Permit(s) ☐ Contractor license/insurance ☐ Engineering/architectural plans ☐ Other:

6. OWNER ACKNOWLEDGMENT

I certify that the information submitted is accurate and that I am responsible for ensuring the work complies with applicable laws, codes, permits, governing documents, association rules, and the terms of any approval. I understand that approval by the association does not replace governmental permits or professional review; does not represent a warranty of workmanship, safety, code compliance, or structural adequacy; and does not authorize changes beyond those specifically approved. I am responsible for damage caused by the work, including damage to common elements or other units/properties, and for contractor conduct, cleanup, and restoration.

Owner Signature:	Date:
Co-Owner Signature (if required):	Date:

7. ASSOCIATION / ARCHITECTURAL REVIEW USE ONLY

Decision: ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Additional Information Required

Conditions / Comments / Reason for Decision:

Reviewed By:	Review Date:
Authorized Signature:	Expiration / Completion Deadline (if applicable):