

Macarthur Park HOA

Submit this form email to the HOA at the following address:

Macarthur Park Design Review Committee

sellis@discovercps.com

ARCHITECTURAL REVIEW REQUEST (ARR) FORM FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE

Name: _____ Home Phone: _____ Cell Phone: _____

Property Address: _____ Email Address: _____

Owner mailing address if other than unit: _____

Descriptive Nature of Improvement/Change: (Please use one form per request) _____

Date of Submittal: _____

An application must include a detailed description of all improvements, changes, and modifications along with all pertinent documents (see page 3) including but not limited to:

- legible, completed, and signed application
- site plan, survey, or improvement location certificate
- all dimensions
- setbacks indicated on site plan
- photo of project location
- materials
- drawings
- photos
- brochures
- sample paint colors

Has the project been started or completed as of today's date? Yes _____ No _____ Start/Completion Date: _____

Contractor if Applicable: _____

Planned Start Date: _____

Planned Completion Date: _____

I understand I must receive written approval from the HOA Architectural Review Committee and submit required City Permits to the Committee **before commencement of any work**. I have read, understand, and agree to be bound by the Hold Harmless Acknowledgement and the Other Conditions on page 2 of this application form. I understand that the ARC has forty-five (45) days to review a complete application. Applications will not be considered complete until all necessary documents have been received and the application is complete.

Signature of Homeowner

Date

This form must be signed on both pages to be considered.

**MacArthur Park HOA
APPLICATION AND REVIEW FORM
FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**

HOLD HARMLESS ACKNOWLEDGEMENT

There shall be no liability on the Board of Directors, the Architectural Review Committee (hereinafter referred to as the ARC), the Management Company, nor any authorized committee representative of the HOA for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the HOA and its agents, board members and ARC members in their review of any matter related to the proposed project identified in this form. The HOA and its agents, board members and ARC members are neither responsible for evaluating the safety, whether structural or otherwise, of this proposed project nor responsible for verifying conformance with building codes or other governmental laws and regulations. District approval of the proposed project shall not be construed as approval of such matters.

OTHER CONDITIONS

1. I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the proposed project until I have obtained and submitted all required approvals and permits to the ARC. Approval of the improvement or change by the HOA DOES NOT constitute approval by any other governmental entities, including but not limited to local building or zoning departments.
2. I will be responsible for future maintenance and repairs of the improvement or change. The HOA will NOT maintain the improvement or change, nor will the HOA be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the HOA, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work.
4. Dumpsters and portable lavatories will be placed on private property and removed immediately after the project is complete.
5. All applications, denied or approved, are further subject to the HOA's governing documents and the Declaration of Covenants, Conditions and Restrictions. Any improvement which, although mistakenly approved by the HOA is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute, or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the HOA's right to enforce said covenant, rule, or regulation as if the request for the improvement had been denied.
6. I must submit a "Notice of Completion" (found on the community website) to the HOA for a final inspection when the proposed project is complete, and I authorize the HOA and its agent's access onto my property for exterior inspection. Failure to notify the HOA of completion or refusal to allow inspection shall result in the withdrawal of the HOA's approval of my request and or a Notice of Violation.
7. I will be responsible for the HOA's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the proposed project, regardless of whether my request or application is later approved.
8. The HOA may request additional information relating to my proposed project prior to reviewing this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of HOA approval, if previously granted, and waiver of any time limits imposed upon the HOA.
9. The work must be completed within twelve (12) months. If the proposed project as built or completed does not conform to the parameters as provided in this ARR Form, or the conditions set forth by the ARC, I will at my own expense and cost, promptly make corrections to meet the conditions or restore the property to substantially the same condition as existed prior to commencement of the proposed project.

Signature

Date

This form must be signed on both pages to be considered.

MacArthur Park HOA

ARCHITECTURAL REVIEW REQUEST FORM – REQUIRED INFORMATION CHECKLIST

The following information **must** be included with the request form before the Architectural Review Committee will consider the proposed project:

	Site Plan (A)	Brochure/Photo of proposed Improvement (B)	Color/ Materials Information (C)	Architectural drawings (D)	City Permit (E)	Other Information (F)	Survey or ILC (G)
Deck	X	TBD	X	X	X	TBD	X
Dog run	X	X	X			TBD	TBD
Fence	X		X		TBD	TBD	X
Fire pit	X	X	X	TBD	X	TBD	
Flagpole (free-standing)	X	X	X			TBD	
Front / Back door		X	X			TBD	
Garage door		X	X			TBD	
House addition / expansion	X		X	X	X	TBD	X
House exterior painting		See paint procedure	X			TBD	
Landscape improvement	X	X	X	X	irrigation	size and species	X
Lighting (landscaping / house)	X	X	X			TBD	
Patio	X	X	X	TBD	TBD	TBD	X
Pergola/Gazebo/Patio Cover	X	X	X	TBD	X	TBD	X
Playset (including trampolines)	X	X	X			TBD	X
Porch	X		X	X	TBD	TBD	X
Retaining wall	X		X	TBD	X	TBD	TBD
Roof		X	X		X	TBD	
Shed	X	X	X	TBD	TBD	TBD	X
Sidewalk / Driveway extension	X		X		X	thickness, color	X
Solar panel		X		X	X	roof diagram	
Swimming pool / Spa/ Hot tub	X	X	X	TBD	X	TBD	X
Tree(s)	X					size and species	
Windows	X	X	X		TBD	grids or no grids	
Other –	TBD	TBD	TBD	TBD	TBD	TBD	TBD

A – Site plan must show the current layout of the property and include the following information: (1) setbacks from all property lines and from all structures, (2) indicate all structures and large elements currently on the property.

B – A brochure or photo showing the final appearance of the proposed improvement must be included.

C – Provide the manufacturer name of the paint/stain and the name and color #; if multiple colors will be used on the structure, include a diagram indicating colors for the body, trim, and accent elements of the structure. Attached all sample colors.

D – Architectural drawings must include three views (top-down view, front-facing view, and side-view) and include the following information: (1) dimensions of the proposed improvements, (2) materials to be used, (3) design elements.

E – If the project is to be reviewed by the HOA, the homeowner must submit a copy of all applicable city permits required prior to commencement the project.

F – Other required information:

G – Survey or ILC (Improvement Location Certificate). These documents can be found in your closing documents or through your lender.

For questions email Susie Ellis sellis@discovercps.com or call 303-618-9527