

ALL REVIEWS MUST BE SUBMITTED TO THE ARC FOR REVIEW

What is needed for ALL Residential Architectural Reviews:

Name, Address/Lot, and Phone number of the Owner/Builder needs to be included on the submittal. Contact person is different than the owner, their name and number. A complete written description as to what the owner/builder wants to do. Include all measurements of changes or additions taking place.

Please allow at least one to two weeks for processing.

A sample or exterior materials color chart of any/all supplies that are going to be used. This includes brick, mortar, paint, stone, roofing, canopy materials, etc.

New Homes or Additions: TWO (2) copies of building plans, site plan, color/materials chart and landscaping plan. New homes in Stonegate Farms require special forms.

Fences: ONE (1) copy of survey with proposed fence drawn in a dark or dotted line, indicate gates, height, style and materials to be used.

Decks: ONE (1) copy of survey with proposed deck drawn on it, along with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations.

Patios: ONE (1) copy of survey with proposed patio drawn on it, along with dimensions, thickness of concrete, and how it will be finished.

Screened in Porch: ONE (1) copy of survey with proposed porch on it; along with dimensions, materials, colors, how roof will tie into home, back and side elevations.

Sunrooms: ONE (1) copy of survey with proposed sunroom on it; along with dimensions, materials, colors, how roof will tie into home, back and side elevations, and detailed information on windows to be installed.

Landscaping: TWO (2) copies of landscaping plans to scale with the changes indicated on the plans along with type of plants to be used and size of plant. Ex: 4-inch container/ 5 foot tree.

Removal of trees: need copy of survey or detailed location showing the trees/tree to be removed and the reason why.

Play set installation, trampolines and sheds, etc. copy of survey with the proposed item indicated. Include all details such as, materials, dimensions, style and colors. Picture of item would be preferred also.

Swimming Pools: copy of survey with pool indicated along with dimensions, any special features where pool equipment will be and existing or proposed fence.

Paint requests: samples with numbers and manufacturer are required.

Retaining walls: copy of survey with the wall indicated in a dark or bold line. Include details such as type of materials, colors and all dimensions.

Driveways: copy of survey with driveway showing any changes indicated along with thickness and how it will be finished.

Doors or Window Installation/Replacement: picture or drawing with dimensions, materials, and color of trim.

Lighting, Satellite Dishes, Lawn or Home Ornaments, Any change to the house or property: picture or details with dimensions, colors, location, etc.

You may mail this information to 2700 Highway 280, Suite 425W, Birmingham, AL 35223 or Fax it to us at (205) 871-7548, you may drop it off at our office Monday – Friday from 8:00 a.m. - 5:00 p.m. or E-Mail it to Grant Estess at grant@neighborhoodmanagement.org.

ARCHITECTURAL REVIEW COMMITTEE (ARC)
INFORMATION FORM

DATE RECEIVED: _____

NAME OF ASSOCIATION: _____

APPLICANT: _____ TELEPHONE: _____

ADDRESS: _____

SUBDIVISION: _____ LOT: _____

SUBMITTED BY: _____ TELEPHONE: _____

ADDRESS: _____

CALL TO PICKUP OR FAX: CIRCLE ONE FAX NUMBER: _____

MAIL REVIEW TO: APPLICANT OR SUBMITTOR ---CIRCLE ONE

MAIL TO DIFFERENT ADDRESS: _____

DESCRIPTION OF PLANS: _____ DESIGNER: _____

EXTERIOR COLORS AND MATERIALS () --- MUST HAVE COLOR CHART OR SAMPLES WITH MANUFACTURER NUMBER AND NAME.

FENCE () ---- MUST HAVE SURVEY WITH FENCE DRAWN ON SURVEY IN DARK LINE WITH GATES INDICATED, MATERIALS, HEIGHT AND STYLE.

LANDSCAPING () ---- MUST HAVE 2 COPIES OF SURVEY OR PLANS WITH LANDSCAPING INDICATED WITH TYPE AND SIZE OF PLANTS AND/OR TREES.

BUILDING ADDITIONS () ---- MUST HAVE 2 COPIES OF SURVEY OR PLANS, ELEVATIONS, DIMENSIONS AND MATERIALS LIST.

COMMENTS AND/OR ADDITIONAL INFORMATION:

PLEASE ALLOW AT LEAST ONE TO TWO WEEKS FOR PROCESSING

Exterior Colors and Materials

Contractor/Homeowner: _____ Phone: _____

Subdivision/Lot: _____

Community: _____

Designer: _____ Date: _____

Exterior Colors: Please complete the form and include paint chips/samples

Roof: _____

Brick: _____

Mortar: _____

Mortar Joint Type: _____

Siding: _____

Trim: _____

Shutters: _____

Entrance Door: _____

Window and Door Casing Trim: _____

Gutters: _____

Other Exterior Trim: _____

Notes: _____
