

# Creekside at Richmond Hill Plantation HOA

## Architectural Review Committee (ARC) Approval Request Form

**Contact Information**

Name:

Address:

Phone:

Email:

All submittals must be accompanied by a written description of the proposed alteration to include information about color, style, location, sizes and materials to be used. Sketches, scale drawings, photos, catalog illustrations, architectural plans as necessary to completely describe the proposed alteration. For paint color changes, a name of the color and a sample color palette from the manufacturer. In some cases, a larger sample (12" square) of each proposed color may be required to aid in the approval process. A copy of the plat found in closing documents for the lot indicating the proposed location of the alteration. Estimated start and completion dates of the project. Up to 3 changes can be submitted per request form.

Please review for approval the following items.

This column for supporting  
Sketches, scale drawings, photos

Estimated Completion Date:

Description:

Estimated Completion Date:

Description:

Estimated Completion Date:

Description:

Homeowner Signature:

Separate/ distinct/ individual affected lot owners Signature:

Separate/ distinct/ individual affected lot owners Signature:

Separate/ distinct/ individual affected lot owners Signature:

**NOTE:** The Creekside ARB has up to Thirty (30) days from the date of submittal to review. Requests will not be reviewed without submission fee. Any changes to the exterior of your property must be submitted for review. Any change with out approval carries \$100 fine and/or the cost of correction.

**All checks needed to be made out to CREEKSIDE HOA**

See the Creekside Architectural and Maintenance Standards Application Submission Process for more information

Submit to creeksidehoa10@gmail.com and or 'jjones@sentrymgt.com'

Board and Community Manger use only

\$25 Submittal Fee Received \_\_\_\_\_ Cash ( ) PayPal ( ) Check ( ) Check # \_\_\_\_\_

Request Received and Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Completed ARC Request Form

\_\_\_\_\_ Copy of Survey \_\_\_\_\_ Status of Dues

\_\_\_\_\_ Additions illustrated on survey

Community Manager Signature:

\_\_\_\_\_ Picture/Description of exterior change

Board Member Signature:

\_\_\_\_\_ Architectural drawing of additions

Approved / Denied

\_\_\_\_\_ Basic request meets ARC guidelines