

# Architectural Change Request

## Submission of Plans to Architectural Review Committee (ARC)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s): H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Received by ARC: \_\_\_\_\_

In accordance with the Lake Vista covenants, Bylaws, and the association's rules and regulations, I request your consent to make the following changes, alterations, renovations, or additions to my property:

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**Please attach a scale drawing of your plans and a plat diagram showing the location of the house, driveway, adjacent lots' buildings and driveways. Also include applicable elevation drawings showing heights of any structures to be erected. Include brochures, samples and photographs as applicable to show the appearance, textures, and colors of materials to be used and finished appearance of the project.**

Is this an amendment to a previous request? \_\_\_\_\_ If yes, approximate date of previous request: \_\_\_\_\_ I understand that under the declaration and the rules and regulations, the committee will act on this request and provide me with a written response of their decision within forty-five (45) days from receipt of all materials required for their evaluation of the project. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at times and in a manner to minimize interference and inconvenience to other property owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work

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7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Lake Vista Property Owners Association, its board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. I understand that a decision by the committee may be appealed to the board of directors by written application made within ten (10) days after receipt of the committee's decision. The board of directors will review the material submitted to the committee and will render a final decision within forty-five (45) days after receipt of the request.
9. The contractor is: \_\_\_\_\_
10. If approved, the work would start on or about \_\_\_\_\_ days after approval and would be completed within approximately \_\_\_\_\_ to \_\_\_\_\_ days thereafter.
11. If work has not started within 60 days after approval of the project the approval is rescinded and the project must resubmitted to the committee for approval before any work is begun.

**Signature of Owner Applicant:** \_\_\_\_\_