

Westside Trails HOA

Architectural Review Committee (ARC) Request Form

1. INITIAL (PRE-BUILD)

- I will not begin work until written ARC approval is received Initials: _____
- All required city/county permits are my responsibility Initials: _____
- All buildings must comply with all local, state, and federal building codes. Initials: _____
- All work will remain within my property lines and required setbacks Initials: _____
- Materials and colors will match those approved by the ARC Initials: _____
- I will maintain clean and safe conditions during construction Initials: _____
- I accept responsibility for any damage to common areas Initials: _____
- I will complete the project within the approved timeframe Initials: _____
- Any change in scope will be submitted to the ARC for approval before proceeding Initials: _____
- Certain projects may require a geotechnical (geotech) report; I will obtain and provide it if required Initials: _____

Project Information

Project Scope:	☐ Residence ☐ Accessory Building	
Structure Description:	☐ Single Level ☐ Two-Story (including Basement) ☐ Split Level ☐ Shop/Shed ☐ Other: _____	
Square Footage:	(If scope is Accessory Building, please include existing living square footage in addition to new building)	
Basement: _____ Main Floor: _____ Second Story: _____		Garage: _____ Shop/Shed: _____
Property Line Setbacks:	For larger buildings: Front (minimum 50 feet required): _____ Side (minimum 25 feet required): _____ Rear (minimum 50 feet required): _____ For smaller buildings: Front (minimum 50 feet required): _____ Side (minimum 10 feet required): _____ Rear (minimum 50 feet required): _____	

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Before You Begin:

- Some exterior modifications require ARC approval BEFORE work begins
- All buildings must comply with all local, state, and federal building codes.
- Provide detailed descriptions including dimensions, materials, colors, and placement
- Attach supporting documents: site plans, floor plans, color samples, specifications, photos
- Incomplete applications will be returned and delay your approval
- Allow 7-10 days for review and response

2. APPLICANT INFORMATION

Property Owner Name: *

Property Address: *

Phone: *

Email: *

Mailing Address (if different from property address):

2. PROJECT TYPE

- ☐ Fence
- ☐ Shed/Outbuilding
- ☐ Exterior Paint/Siding
- ☐ Roof
- ☐ Solar Panels
- ☐ Other

3. PROJECT DETAILS

Project Description: *

Describe in detail what you plan to do. Include specific measurements, dimensions, and location on your property.

Materials & Specifications: *

List all materials, brands, product names, colors (with codes/names), finishes, etc.

Estimated Start Date:

Estimated Completion Date:

Contractor Name & Contact (if applicable):

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4. REQUIRED ATTACHMENTS

Check all items you are attaching to this request:

- ☐ Site Plan/Plot Plan - showing property lines, existing structures, and proposed improvement location
- ☐ Floor Plans - architectural drawings showing room layouts, dimensions, and flow
- ☐ Elevation Drawings - showing front, side, and rear views of proposed structure
- ☐ Color Samples - paint chips, material samples, manufacturer color codes
- ☐ Product Specifications - manufacturer cut sheets, product brochures
- ☐ Photographs - current photos of the area to be modified
- ☐ Survey/Measurements - dimensions and setback measurements

Note: Applications without adequate documentation will be returned incomplete and delay your approval.

5. NEIGHBOR NOTIFICATION

- ☐ I have notified adjacent neighbors of my proposed project (recommended but not required)

6. APPLICANT CERTIFICATION

I certify that the information provided in this application is complete and accurate. I understand that:

- No work may begin until written approval is received from the ARC
- Approval by the ARC does not waive the requirement for applicable building permits
- Work must be completed in accordance with approved plans
- Changes to approved plans require a new ARC submission
- Unapproved work may result in fines and/or removal at owner's expense

Signature: _____

Date: _____

Printed Name: _____

Submit completed form to:

Online: Log in to resident portal and submit digitally
Email: arc@westsidetrails.com

Questions? Contact the ARC at arc@westsidetrails.com or through the contact form on our website.