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:
			Initials:
Project Information			
Project Scope:	[] Residence [] Accessory Building		
	[] Single Level [] Two-Story (including Basement)		
Structure Description: [] Split Level [] Shop/Shed			
	[] Other:		
Square Footage:	(If scope is Ancillary Building, please include existing living square footage in addition to new building)		
Basement:		Garage:	
Main Floor:		Shop/Shed:	_
Second Story:		·	
	Front (minimum 50 feet required):		
Property Line Setbacks:	Side (minimum 50 feet required):		
, , ,	Rear (minimum 50 feet required):		

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Before You Begin:

Estimated Start Date:

- All 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 30 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/Wall/Gate Deck/Patio/Pergola Shed/Outbuilding/Storage Landscaping (trees, plants, hardscaping) Exterior Paint/Siding/Trim Roof (material, color change) Driveway/Walkway/Paving Pool/Hot Tub/Water Feature Solar Panels/Satellite Dish Addition/Room Extension Windows/Doors/Garage Door Other (specify):				
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.				

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	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 a	nd delay your approval.		
5. NEIGHBOR NOTIFICATION			
I have notified adjacent neighbors of my proposed project (recommended but not re-	quired)		
6. APPLICANT CERTIFICATION			
I certify that the information provided in this application is complete and accurate. I unde - 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.