



Requesting Homeowner Information:

Name: _____

Date: _____

Kelly Address: _____

Lot Number: _____

Description of Proposed Changes: _____

Contractor: _____

Phone: _____

Estimated Construction Date: _____

Estimated Completion Date: _____

Will a variance be required for your project? ☐ Yes ☐ No

Have you applied for a variance? ☐ Yes ☐ No (Please submit application)

Signature: _____

Date: _____

Please submit a full set of design plans, including elevations, a site plan, a survey, and photos and/or samples of the materials to be used for your addition.



For Administrator Use Only

Received: _____ Processed: _____

Site Visit: _____ NCC Meeting: _____

Fee: ☐ Yes ☐ No Fee: ☐ \$1000 Paid: _____

Inspection: ☐ \$500 Paid: _____

Compliance Deposit: ☐ \$2500 ☐ \$5000 Paid: _____

Results: ☐ Approved ☐ Denied

Reasoning: _____

Recommendation: _____

ARC Administrator: _____ Date: _____

Appealed: ☐ Yes ☐ No Date: _____ ARC Meeting: _____

Results: ☐ Approved ☐ Denied

Reasoning: _____

Recommendation: _____

ARC Administrator: _____ Date: _____
