

Return to: Cardinal Community Management
admin@cardinalcommunitymanagement.com

Greenbrier Homeowners Association

Architectural Application Form

*This form must be completed in accordance with the instructions contained in the Architectural Standards Guide. Please make sure you are using the updated Architectural Standards Guide. If you would like to attend an ARC meeting, please notify CCM. **Your application will not be reviewed or considered if your homeowner account is in arrears.***

Date: _____ Lot #: _____ Subdivision: _____

Property Address: _____

Property Owner's Name: _____

Telephone: (W) _____ (H) _____

Email Address: _____

The ARC encourages homeowners to submit their application via email.

Description of improvement: _____

Construction materials to be used: _____

Colors (attach samples if necessary, including detail to explain which color will be applied where):

Estimated start date: _____ Estimated completion date: _____

This architectural request must be accompanied by two (2) different drawings:

1. **PLOT PLAN** – You must submit an official survey of your property with the project(s) fully described/illustrated on it. Please mark the survey to show the proposed location of the improvement (i.e. deck, fence, landscaping, parking pad, garden, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.

2. **ELEVATION** – You must also submit an elevation drawing with your application. An elevation drawing is a sketch/schematic/photograph that depicts your proposed improvement, as it would appear after completion, from a “head on” perspective. The elevation drawing should contain the following detail: height, width, distance above finished grade, and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

Greenbrier homeowners applying for an exterior change **must** obtain signatures from all neighbors who may be aesthetically impacted by improvement. Determine all neighbors with a line-of-sight view of this project, who would normally see it from their homes. Visit with them, explain your project, show them your supporting materials, answer their questions, and ask them to sign your application form. Please note that, while the signature of all ‘line-of-sight’ neighbors is desired, a notation indicating a neighbor's long-term absence or refusal to sign the form is also acceptable.

***To the participating neighbors:** Your signature only indicates that this has been explained to you, not that you are approving the project. You have a right to comment and present views about requested improvements. If you submit these views/comments to the Association in writing right away, they will be considered at the time of application review.*

NAME	SIGNATURE	PROPERTY ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority. Any changes made to the original approved project will require a “new” application. Projects must be completed within 12 months of the ARC

approving the application. A new application will be required if the work is not completed within the 12 months.

Owner's signature: _____
Date: _____

Should your request be denied, you may appeal the decision in person at the next Board of Director's meeting. Please contact CCM for more details.