ARBOR HILL ARCHITECTURAL REVIEW COMMITTEE (ARC)

INFORMATION REQUEST FORM

*(Please allow 2 weeks for processing)*

DATE RECEIVED:

APPLICANT: TELEPHONE:

ADDRESS: EMAIL:

SUBMITTED BY: TELEPHONE:

CONTRACTOR:

**If you are painting your house,** you must provide color chart(s) or samples with the manufacturer number and name.

**If you are requesting a fence**, you must provide a lot survey with the fence drawing in dark lines with the gates indicated, materials, height and style.

**If you are making a landscaping request**, you must provide a copy of the survey, plans with landscaping indicating type and size of plants and/or trees.

**If you are making a building addition request**, you must provide a copy of the survey, design plans which includes dimensions, and materials.

**DESCRIPTION OF REQUEST**. Please include any design plans, material types, pictures, or any additional information as needed to help the ARC review the request in a timely manner.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**ARC Decision**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Request approved.
* Request approved with conditions – detailed below.
* Decision pending a meeting with the ARC committee and the home owner (and contractor if used) at the place where the changes are to be implemented. *Please respond with 3 potential meeting dates and times.*
* Request Denied.
	+ Does not meet the Architecture Standards.
	+ Not sufficient detail provided on the request, design, or drawings.
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Condition(s) or Notes:**

|  |
| --- |
|   |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Please submit your request to PPM in any of the following ways.**

1. **US Mail to PPM c/o Christina Tierney 2125 Data Office Drive, Ste 104, Hoover, AL 35244**
2. **Fax it to us at (205) 403-8758**
3. **Drop off at our office Monday – Friday from 8:00 a.m. – 5:00 p.m.**
4. **E-mail it to Christina Tierney at** **christina@ppmhome.com**