ARCHITECTURAL REVIEW COMMITTEE (ARC)
INFORMATION 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 charts(s) or samples with the manufacturer number and name. An ARC request is only necessary if you are changing the color scheme.

If you are requesting a fence, you must provide a lot survey with the fence drawing in dark lines with the gates, indicating 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.

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Note: The scope of review by the Arbor Hill Architecture Review Committee (ARC) is limited to appearance only and does not include any responsibility or authority to review for structural soundness, compliance with building codes and/or standards, or any other similar or dissimilar factors.

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:

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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**