

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.

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**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](mailto:christina@ppmhome.com)