

# Carriage Club Home Owners Association, Inc.

## ARCHITECTURAL REQUEST FORM

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_ ARC #: \_\_\_\_\_ (ARC Use Only)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

My request involves the following type of improvement:

_____ Painting	_____ Deck/Patio Slab	_____ Roofing	_____ Drive/Walk Addition
_____ Landscaping	_____ Patio Cover	_____ Room Addition	_____ Basketball Backboard
_____ Fencing	_____ Other		

Describe Improvement:

In order to effectively review your architectural request, please make sure the following items are included in the submittal package: If these items are not included, your request will be sent back to you for additional information.

\_\_\_\_\_ Neighbor Signatures  
\_\_\_\_\_ Detailed information of the changes or additions, including dimensions, materials, colors, manufacture names, style name or number and any brochures or supporting documents.  
\_\_\_\_\_ Scaled drawing to show minimum set backs or planting standards per the Design Guidelines.

### Neighboring Property – Owner Acknowledgement

My signature on this form indicates that I have seen the plans for my neighbor's proposed improvement. Adjacent property owner's initials or refusal to initial the plans do not indicate approval or disapproval of a project, but only that they are aware of the scope and concept of the project.

Name (print)	Signature / Date	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Planned Completion Date: \_\_\_\_\_

I understand that I must receive written approval from the Architectural Review Committee before proceeding with the changes listed above. I am aware that ARC approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete improvements within 6 months after receiving ARC approval. If the improvements are not completed within 6 months after receiving ARC approval, I understand that the request must be resubmitted and approved by the ARC. I hereby authorize the ARC and Westwind Management Group, Inc. to enter onto my property for exterior inspection at a mutually agreed upon time.

Date: \_\_\_\_\_ Homeowner Signature: \_\_\_\_\_



**ARC ACTION**

\_\_\_\_\_ Approved as Submitted \_\_\_\_\_ with or \_\_\_\_\_ without a site inspection:

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\_\_\_\_\_ Approved subject to the following, \_\_\_\_\_ with or \_\_\_\_\_ without a site inspection:

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\_\_\_\_\_ Disapproved for the following reasons:

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

ARC Signature: \_\_\_\_\_ ARC Signature: \_\_\_\_\_

**Final Inspection:**

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

Completed By: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Mail to: Westwind Management Group, Inc.,** 27 Inverness Drive East, Englewood, CO 80112

