



Woodlands at Rivendell - ARC Request Form

Standard Application for Architectural Review Committee (ARC) Consideration

If any modifications or changes to existing structures and/or landscaping is done without prior approval from the ARC, fines or removal may apply

For painting projects please use the ARC Painting Request Form

Homeowner Info: Address where work is to be carried out: _____

Name: _____

Phone: _____

Email address _____

Please describe the proposed work including specifications and dimensions of the work and materials to be used. (If more space is needed, please attach a separate sheet.)

If this request is an **emergency** contact ARCRIVENDELL@GMAIL.COM

Proposed commencement date: _____

Duration of Project: _____

Please attach the following items to this application and place a check mark next to attachments that apply:

____ Site Plan or Survey showing the location of the proposed work. - Required for landscaping projects

____ Site Plan showing names of specific plants and locations for proposed landscaping.

____ A letter signed by your neighbor or a certified letter receipt sent to your neighbor for any proposed work which will have a direct effect on your neighbor. (See sample Neighbor Notification Letter at www.rivendellcommunity.com/Documents)

____ **(Desired, not required)** Pictures of the existing home and any area to be affected by the application in the form of .jpeg documents. These files may be submitted electronically directly to ARCRIVENDELL@GMAIL.COM

Please refer to the current version of the Architectural Review Committee Guidelines www.rivendellcommunity.com/Documents when planning your proposed work.

Cottages: Owners must have the Cottages Board Pre-Approve your ARC request and then submit to the Rivendell ARC.

Villas or Patio Homes: Owners must have the Villas/Patio Homes Board REVIEW and then submit to the Rivendell ARC.

All Owners: Completed forms should be sent to ARCRIVENDELL@GMAIL.COM for final approval.

Comments: _____

All work must conform to all Zoning and Building Regulations. Owners are responsible for obtaining necessary permits after ARC approval. Owners are responsible for any damages to common areas or other homes caused by their contractors.

The ARC usually meets on the last Tuesday of the month. Please submit this application by the 15th of the month of the meeting, no later than the 3:00pm Deadline.

Submit this ARC request form and all attachments via EMAIL to: ARCRIVENDELL@GMAIL.COM or drop into the ARC DROP BOX located at the entrance to the Rivendell Pool.

Home Owner Signature: _____ Date: _____