

## ARCHITECTURAL AND DESIGN REVIEW APPLICATION INSTRUCTIONS

This checklist is to ensure that all the elements of your project are presented to the ARC in a consistent form that allows them to make an educated decision. All the material submitted is presented to the committee. Please complete all the requirement below which pertain to your project.

Paint and re-paint projects	<ul style="list-style-type: none"><li><input type="checkbox"/> Completed ARC form</li><li><input type="checkbox"/> Paint samples of each color on front of your home in a 2x2 ft squares.</li><li><input type="checkbox"/> Take a picture of the samples on the house and include it with your application.</li><li><input type="checkbox"/> On the application indicate the brand name, color name and color code for the body, the trim and fascia.</li></ul>
Exterior Design Project	<ul style="list-style-type: none"><li><input type="checkbox"/> Completed ARC form</li><li><input type="checkbox"/> Site plan showing final design with lot lines</li><li><input type="checkbox"/> Legend &amp; symbols easily identifiable</li><li><input type="checkbox"/> At least one elevation plan (sideview)</li><li><input type="checkbox"/> Cutsheets or sample board no larger than 1x1 ft</li><li><input type="checkbox"/> Dimensions</li></ul>
Landscape Project	<ul style="list-style-type: none"><li><input type="checkbox"/> Completed ARC form</li><li><input type="checkbox"/> Site plan showing the final landscape design</li><li><input type="checkbox"/> Legend &amp; symbols easily identifiable</li></ul>
Tree Removal Project	<ul style="list-style-type: none"><li><input type="checkbox"/> Completed ARC Form</li><li><input type="checkbox"/> Mark trees to be removed with ribbon</li><li><input type="checkbox"/> Picture of marked trees (stand ~20ft back)</li><li><input type="checkbox"/> Site plan showing the location of the marked tree</li></ul>

**ARC Application Form**

**A. Owner Contact Information**

Owners:

Lot #:                      Address:

Phone #:    Email:

**B. Describe Proposed Exterior Project (include plans, photos, color samples, etc.)  
List Attachments/Comments:**

- C. Certification: By signing below, all Owner(s) and Builder/Contractor certify as follows:
1. I/We understand that any change(s) to the exterior of the home (including landscaping) from this submittal must be submitted to the ARC for review and approval before any such change is made.
  2. I/We, the Owners, assume full responsibility for any and all damages by Builder/Contractor, his agents and subcontractors of all levels, and their agents to (i) adjacent properties, (ii) our property, (iii) Common Areas, (iv) roadways in Sunrise Village.

OWNER(S) Signature: \_\_\_\_\_

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

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**ARC RESPONSE—Management Use Only**

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

Approved

Approved with  
Conditions

Denied

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

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

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