



Architectural Review Board

Submittal Form

Owner's Name: _____ Phone Number: _____

Owner's Address: _____

REMEMBER: The submittal form is to be completed by the Owner and submitted for approval **BEFORE** any work commences

- Detail Description** - On an 8" by 11" sheet of paper, please carefully print or type a detail description of the proposed change, addition, or installation you wish to make.
- Roofmate** - Owners of Victoria Falls & Sandstone Falls Neighborhoods are required to apply together on separate submittal forms when doing work that would affect the entire **building** or joined **landscaping** beds.
- Location** - please indicate in the description and on a photo the exact location of the proposed change/addition/installation.
- Survey** - you must attach a copy of the Plot & Site Plan (i.e. survey) showing the location of the proposed work. Submittals without this document will be returned to the Owner with no action.
- Specifications** - please indicate in your detail description all the relevant specifications including dimensions, material types, color (**must attach color chip**), and estimated date of completion.
- Local Zoning and Building Regulations** - make sure requests conform to the local zoning and building regulations and understand that Owners are responsible for obtaining the necessary permits.
- Time Line** - make sure to submit the request no later than 48 hours **prior** to the scheduled ARB meeting.
- Signature and Date** - make sure to sign and date the form otherwise the request would not be considered.

Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE ARB

Decision: _____ ARB Comments/Conditions: _____

Member Signature: _____ Date: _____