



## ARC Requirements

All ARC requests should have detailed information of the project at the time of submission. This includes: sample photos of all materials to be used, a full description of the project (colors, materials, dimensions, etc.), and a property survey with the location of the project marked as appropriate (if required by your community). If you are changing an area, please submit photos of the area currently.

*Please review your community guidelines if you are unsure of what you can do or what information may be needed. These can be located on your homeowner portal.*

**If you do not submit a COMPLETE request, this can significantly delay the processing of your request.**

### **Most common types of ARCs and their requirements:**

- Driveway extension
  - property survey with location of extension marked on the survey with dimensions
- Fence
  - property survey with location of fence marked on the survey
  - photo of fence
  - description stating dimensions of fence
- Garbage can/trash can enclosure
  - property survey with location of enclosure marked on the survey
  - photo of enclosure
- Gazebo
  - property survey with location of gazebo marked on the survey
  - photo of gazebo
  - description of how it will be attached
- Landscaping
  - photos of area currently
  - detailed description of plan
  - sample photos of any new materials/plants
- Exterior painting
  - Photo of house currently
  - Photo of new colors
  - Clear description of what will be painted
- Patio extension
  - property survey with location of extension marked on the survey with dimensions
- Screen door/Storm door
  - photo of current door
  - photo of storm door

*Some communities require additional documentation; please review your guidelines prior to ng your request to ensure you have submitted ALL necessary information.*