### Form One: Application for Architectural Review

<u>All information requested</u> in the following application must be accurately completed by the property owner(s). Once you have submitted your application with the appropriate documents, you must notify the Committee in writing about any changes. These changes must be noted and updated in the appropriate place on this application. If your plan is approved, you will be notified of the approval in writing.

Lot Number:	Street Address:

Property	Owner Information		
Name:		Mailing Address: (City/State/Zip)	
Phone Number(s):		E-mail Address:	

### Please check one of the following to identify your current project:

□ New Addition □ Improvement/Modification
Describe your project in detail:
Please provide a drawing and layout for any improvements, additions or landscaping
changes to your property on a copy of your <i>lot survey or plat map</i> . You must provide the exact location of the project on your property, dimensions and measurements to your
property lines. You may include your plans as an attachment if necessary. Please Note: Applications submitted without the required information, plat map/survey or exhibits will be rejected without approval.

Provide <u>Details of Colors and Materials</u> to be used. These should be <u>very specific</u> such as wood, vinyl, metal, concrete, etc.; paint or material color, etc. for each location or specific use (roofing, siding, fencing, etc.) <u>Please submit a photograph showing the design, material</u> and color. The ACC may request a sample of the materials or paint chip.

Location/Use	Type/Color of Material

# Completed applications can be delivered to *River Hills Bluff Villas Condominium Association*, c/o *Association Management Solutions (AMS) at 248 Latitude Lane, Suite 102, Lake Wylie, SC 29710, or mailed to AMS at P.O. Box 38809, Charlotte, NC 28278. Applications can also be emailed to ams@amshoa.com.*

# Please acknowledge your agreement with the following statements by signing and dating the application:

I, as the property owner of the property listed in this application, agree that the improvements will be constructed in accordance with plans and specifications which have been approved by the **River Hills Bluff Villas Condominium Association Architectural Control Committee**.

I further acknowledge and agree that:

- 1. I have read and understand the Covenants, Conditions and Restrictions applicable to the property and agree to follow and comply with said Covenants, Conditions, and Restrictions.
- 2. I understand that I am responsible for completing the project as described by the drawings and specifications approved by the ARC.
- 3. I understand that the ARC may request additional documentation which must be submitted in a timely manner,
- 4. I understand that the ARC may reject this application if my project does not meet the ARC Guidelines or if appropriate documentation and information requested is not submitted.
- 5. I am fully responsible for the ongoing maintenance and repair of these modifications and will not hold the Association responsible for any maintenance of these additions/modifications in any way, including water leaks. <u>A Maintenance and Indemnity Agreement will be required if adding to</u> *the Common Elements and or attached to the Villa exterior walls.*
- 6. I agree to pay all expenses to modify any exterior changes for which I do not have written approval. I will hold the Association harmless for such action.

Date of Application and Agreement \_\_\_\_\_

By: Property Owner's Signature: \_\_\_\_\_

Form Two: Architectural Review Request for Changes to Plans

Lot Number:	Street Address:	

Type and Description of Proposed Change: (Attach Diagram, Material List and photograph if Applicable)

Submitted By: \_\_\_\_\_ Property Owner \_\_\_\_\_

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

For Architectural Control Committee Use Only:

**Application:** 

Date Application Received by ACC:	
Received By:	
Design Review Fee Amount Submitted:	
Check Number:	

**Status:** 

Application Under Review:		
Additional Information Requested from Applicant:	Date of Request•	
Additional Information Received:	Date Received:	
Final Review Completed:	Date Completed:	

#### **Additional Details Requested:**

**Committee Recommendation:** 

Plans Approved:	
Plans Rejected:	
Written Notification	
Sent:	
Date:	

ACC Representative: \_\_\_\_\_

Signature

Position: \_\_\_\_\_