

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Review Request Information Form

Name, Address/Lot, Email address, and Phone number of the Owner/Builder must be included on the request. If the contact person is different than the owner, include the name and number for the contact. Provide a complete written description of the proposed work. Include the measurements of changes or additions.

Date _____

Neighborhood _____ Lot _____

Owner _____ Telephone _____

Address _____

Email Address _____

Contact Person _____ Telephone _____

Email Address _____

Description of Plans _____ Designer _____

- ☐ **New Homes or Additions:** Three (3) copies of building plans, site plans, color/materials chart and landscaping plans.
- ☐ **Fences:** One (1) **copy of survey with proposed fence drawn in a darkened or dotted line**, that indicates gates, height, style (Included photo) and materials is required. Drawing from fence company will not be sufficient, the committee will need to see property lines, easements, etc. on the survey.
- ☐ **Decks:** One (1) copy of survey with proposed deck drawn with dimensions, materials, colors, roof connection to home (if covered), back and side elevations. Photos of current setup and proposed finished product is required.
- ☐ **Patios:** One (1) copy of survey with proposed patio with dimensions, concrete thickness, and concrete finish is required. Roof connection to home (if covered).
- ☐ **Screened in Porch:** One (1) copy of survey with proposed porch with dimensions, materials, colors, roof connection to home, and back and side elevations is required. Present photos of current setup and proposed finished product.
- ☐ **Sunrooms:** One (1) copy of survey with proposed sunroom with dimensions, materials, colors, roof connection to home, back and side elevations, and detailed information on windows is required. Present photos of current setup and proposed finished product.
- ☐ **Landscaping:** One (1) copy of survey with landscaping plans to scale with the changes indicated on the plans with type of plantings and size of plantings is required. Example: 4-inch container of succulents; 5-foot maple tree.
- ☐ **Removal of trees:** One (1) copy of survey with marked location of the tree(s) to be removed and the reason for removal. Full photo of trees to be removed is required.
- ☐ **Playset, trampolines, and sheds, etc.:** One (1) copy of survey with marked location of the item. Include materials, dimensions, style, and colors. Photo of the item is required.

- ☐ **Swimming Pools:** One (1) copy of survey with marked location of the pool with dimensions, special features, placement of pool equipment, and existing or proposed fence. Catalog or website photo of proposed pool is required.
- ☐ **Paint Requests:** Swatches or photo samples with manufacturer name and color numbers are required. Provide full photo of the home and neighbors home to the right and left.
- ☐ **Retaining walls:** One (1) copy of survey with the wall indicated in a darkened or bolded line. Materials, colors, all dimensions, and reason for placement is required.
- ☐ **Driveways:** One (1) copy of survey with driveway showing any changes, thickness, concrete finish is required.
- ☐ **Doors or Window Installation/Replacement:** Manufacturer sheet with picture of windows, including dimensions, materials, and color of trim, and picture of the home is required.
- ☐ **Lighting, Satellite Dish, Lawn or Home Ornaments:** picture with dimensions, colors, location, etc. is required.
- ☐ **Other:**

Exterior Colors and Materials

Complete this page for new homes, additions, or replacement of existing materials.

Include paint samples

Roof _____

Brick _____

Mortar _____

Mortar joint type _____

Siding _____

Trim _____

Shutters _____

Entrance door _____

Window and door casing trim _____

Gutters _____

Other exterior trim _____

Comments and/or additional information:

Click or tap here to enter text.

**Required information is listed for each project. To avoid delays,
please submit all required information.**

**The ARC does not meet regularly.
Please allow at least 3 weeks for an answer to this request.**

Do not assume that an ARC request has been approved. A homeowner **MUST** receive an approval prior to commencement of any project. Contact Neighborhood Management if a response has not been received after three weeks. ARC requests are valid for 60 days from date of submission.

You may submit this information by:

Mail

Neighborhood Management
2700 Highway 280, Ste 425W
Birmingham, Alabama 35223

Fax

(205) 871-7548

Email (**preferred**)

arc@nhmllc.org

You may also drop it off at the address above Monday – Friday from 9:00 am – 4:00 pm

Status of review will be below: