



SALEMTOWNE CIVIC ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM

Project at:

Address

Project Summary

Briefly Describe the Project — Attach Additional Information as Needed

Project Dates

Estimate Start Date

Estimated Completion Date

Requested By:

Resident Name

Phone (primary)

Email Address

Phone (secondary)

AGREEMENT: I have read and understand the Architectural Rules and I agree that:

The Architectural Review Process is required by the Association and it NOT part of or a substitute for any state or local requirement for Plan Review, Building Permits, or Project Inspection.

By:

Applicant Signature

Date

LARC Review

Approved Approved, Conditions Noted on Back Disapproved / Reason Noted on Back

By:

LARC Signature

Date

Board Review (If Required)

Approved Approved, Conditions Noted on Back Disapproved, Reason Noted on Back

By:

Board Signature

Date

Completion Inspection

Approved Approved, Conditions Noted on Back Disapproved / Reason Noted on Back

By:

LARC Signature

Date

INSTRUCTIONS FOR ARCHITECTURAL CHANGES

Step 1. Review the Architectural Rules in planning your project.

a. Be sure to include the Architectural Rules in discussions with your contractor, architect, or other firm helping plan your project. Members of the Architectural Control Committee (LARC) may be contacted to explain the rules.

b. It is wise to complete the following review process before signing contracts, securing building permits, or otherwise committing to the project. It would be tragic to commit money to a project that does not fit within the Rules.

Step 2. Complete the Architectural Change Request form: Attach additional pages as needed to include details, sketches, color samples, etc.

a. For structural changes, attach details with sufficient dimensioning to ensure the scope of the change is clearly understandable. Final architectural drawings are not required (see 1b above), but sketches should clearly convey the intended outcome.

b. If you propose to paint the exterior of your house, a color-chip from the approved color palette must be submitted. A 3' x 3' section must be painted, either on plywood or on the house, showing both the base, trim & accent colors for LARC to review.

Step 3. Submit the completed form to the Association Office.

a. LARC will review the project. If approved, the form will be signed by the Committee Chair or designated person. The request form and an Architectural Change Approval Card (green) will be delivered to you. If a project is disapproved, you will be notified by the Committee with the reason project is not approved. More information may be required.

b. If the project is still disapproved you can submit a request to the Board. If the project is approved at the Board level the Request form and Architectural form will be delivered to you. If the project is disapproved, you will be notified in writing.

Step 4. Post the Architectural Change Approval Card in a visible location BEFORE work begins.

a. If the details of the project change in the course of detailed design, engineering, architectural design, or permitting, those changes MUST be communicated to LARC in writing to ensure the change does not alter the conditions of approval. Do this by email or drop a note off at the office.

b. You are responsible to advise your contractor of the Association Rules on commercial advertising.

c. Work should be completed 90 days from start of construction. If there are delays in starting or completing the project, please communicate the schedule change in writing to LARC (drop a note at the office or by e-mail), so that expectations may be adjusted.

Step 5. When work is completed, you are REQUIRED to sign and date on the line provided on the Architectural Change Approval Card and RETURN the card to the Association Office.

a. The LARC Chair, or designated person, will review the completed project. If some aspect is not as approved, The Committee will communicate the specifics to you for adjustment. If everything is as approved, the Committee will sign the original Request form and the Office will provide a photocopy for your records.

Completion of this review process does not constitute or ensure compliance with city, county, or state statues, rules or building codes. The owner is fully responsible for compliance with such regulations.