

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Review Request Information Form

Name, Address/Lot, 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 _____
Subdivision _____ Lot _____
Owner _____ Telephone _____
Email Address _____
Contact Person _____ Telephone _____
Address _____
Email Address _____
Description of Plans _____ Designer _____

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

Check all that apply to this request. Attach additional required materials.
A sample or exterior materials color chart of any/all supplies that are going to be used. This includes brick, mortar, paint, stone, canopy materials, etc.

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 and materials.

Decks: One (1) copy of survey with proposed deck drawn with dimensions, materials, colors, roof connection to home (if covered), back and side elevations.

Patios: One (1) copy of survey with proposed patio with dimensions, concrete thickness, and concrete finish.

Screened in Porch: One (1) copy of survey with proposed porch with dimensions, materials, colors, roof connection to home, and back and side elevations.

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.

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. Example: 4-inch container of succulents; 5-foot maple tree.

Removal of trees: One (1) copy of survey with detailed location of the tree(s) to be removed and the reason for removal.

Playset, trampolines, and sheds, etc.: One (1) copy of survey with the proposed item including materials, dimensions, style, and colors. Additionally, a picture of item should be attached.

Swimming Pools: One (1) copy of survey with pool with dimensions, special features, placement of pool equipment, and existing or proposed fence.

Paint Requests: Swatches or samples with manufacturer name and color numbers are required.

Retaining walls: One (1) copy of survey with the wall indicated in a darkened or bolded line. Include materials, colors, and all dimensions.

Driveways: One (1) copy of survey with driveway showing any changes indicated with thickness of material used finish of material.

Doors or Window Installation/Replacement: Manufacturer tear sheet with picture or drawing including dimensions, materials, and color of trim, and picture of the home.

Lighting, Satellite Dish, Lawn or Home Ornaments: picture with dimensions, colors, location, etc.

Other:

A survey must be submitted with all requests that require one without exception. If all materials are not submitted, the ARC request will not be forwarded to the ARC committee.

Comments and/or additional information:

Do not assume that an of 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. 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
arc@nhmlc.org

You may also drop it off at the address above Monday – Thursday from 8:00 am – 4:00 pm.

Exterior Colors and Materials

Complete this page for new homes, additions, or replacement of existing materials.
Include paint chips/samples

Roof _____

Brick _____

Mortar _____

Mortar joint type _____

Siding _____

Trim _____

Shutters _____

Entrance door _____

Window and door casing trim _____

Gutters _____

Other exterior trim _____

Notes

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