



**Architectural Alteration Request Form (AARF)**

Please return to: **AC Chair**

**Katherine Burk** [kl.burk@verizon.net](mailto:kl.burk@verizon.net)

The DHA governing documents require that homeowners go through a review and approval process before changing the appearance of their homes. Under these documents, homeowners must submit in writing to the AC for approval plans for all changes to the exterior appearance of their homes, unless among the pre-approved selections. Such changes include those that are visible from the street or that are visible by or impact on a neighbor.

Exterior alterations include all major additions or new construction that require permitting from the county as well as changes in paint or stain colors, lighting, or other elements that are not on the pre-approved listing.

Please complete the form and submit it to the AC at least 5 days prior to the next regularly scheduled meeting. The dates for meetings are posted by the DHA secretary. A notice acknowledging receipt of the AARF will be sent by email. If you do not receive an acknowledgement, please contact the AC Chairman.

Name	<b>AC Use</b>	
Address		Date Received
Phone		Date of Next AC Meeting
Email		Date of Next Board Meeting
Date Submitted		Received By
		Notice Date

Approved       Disapproved       Reason:

Please complete the form and submit it to the AC 5 days prior to the next regularly scheduled meeting. The dates for meetings are posted by the DHA secretary. A notice acknowledging receipt of the form will be sent by email. If you do not receive an acknowledgement, please contact the Chair.

**For exterior alterations that do NOT require a Building Permit, please attach the following:**

- ◆ A description of your project
- ◆ A drawing that illustrates the alteration to the exterior of your home
- ◆ Any samples, paint chips or brochures illustrating your request. Please make this as complete as possible - if the Committee requires additional information it may delay the approval process.

**For exterior alterations that require a Building Permit please provide the following:**

- ◆ A description of your project
- ◆ Architectural drawings, diagrams or plats showing the nature, kind, shape, height, color, materials, and location of the proposed alteration
- ◆ A list of all building materials
- ◆ Information regarding any unusual or extenuating circumstances that could affect approval of your project.

**Notification Requirement (for BOTH types of requests above):**

- ◆ Documentation of notification (not approval) of all neighbors whose property abuts yours as well as those in the immediate vicinity who may be impacted by the proposed changes (such as those whose property has sight lines to the proposed changes). Each of these neighbors must be notified of your plans. The Board requires that you discuss the proposed changes with these neighbors prior to submitting this request to the AC. As documentation of notification of this request, please provide the following details and have neighbors sign below

