

Shipley's Crossing HOA, INC. ARCHITECTURAL REVIEW APPLICATION

Please complete the application form and forward, with requested information, to the Architectural Review Committee (ARC) for processing. Please do not commence work until you receive pre-approval of your application from ProCom.

_____/_____/_____
Date of Application

Applicant's Name

(_____)_____-_____
Phone Number

Property Address

Email Address (optional)

APPLICATION FOR:

- a. Exterior Paint _____
- b. Fencing _____
- c. Landscape Installation _____
- d. Recreational Equipment _____
- e. Swimming Pool (south side only) _____
- f. Other _____

Please provide a description of what changes will be made, to include a lot survey, site plan, diagrams, color chips, material specifications, sample products, photographs or any information that will adequately describe the finished product. All landscaping plans must include the size, number and type of plants to be approved. Any approved architectural request work must begin within six (6) months following the date of preliminary approval, and completed within 12 months from the start of your project. Upon completion of your project, please contact ProCom (410-721-0777, ext. 148) to initiate final approval of your project. If the project is not completed in compliance to the original submission, final approval will not be granted until full compliance is demonstrated. Final approval is dependent on inspection of the project by the ARC to insure that the project submitted is compliant as described in the request. **Failure to provide complete information will delay the approval process.**

NOTE: It is the property owner's responsibility to ensure that all requests conform to applicable zoning and building regulations and that approved projects are properly permitted in accordance with all city, state and municipal requirements.

ATTACHMENTS SUBMITTED BY PROPERTY OWNER

- Written description of project
- Lot survey showing location of addition or installation, if applicable
- Specifications (i.e. copies if plans indicating dimensions, materials, colors etc.)
- Paint chip/color samples
- Other (i.e. pictures, brochures, etc.)

THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD

Request Rec'd ____/____/____ Date of Preliminary Approval ____/____/____
Date Denied ____/____/____ Date of Final Approval ____/____/____

NOTES/COMMENTS: _____

BY: _____
Architectural Review Committee Chair/Co-Chair