



Hinson Management, Inc.
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Hinson office use only:

_____ Received
_____ Sent to BOD
_____ Approved
or Denied

Shaftsbury Architectural Committee Request

Homeowner Name: _____
Property Address: _____ Mailing Address: _____

Contact Number(s) (H) _____ (W) _____ (C) _____

Email Address: _____

Category of Improvement (check one or more)

_____ Landscaping _____ Addition _____ Driveway/Parking
_____ Fence/Wall *see below _____ Patio/Screen Porch _____ Other _____
_____ Satellite Dish _____ Out Building

Checklist/Items ARC will need to proceed: (Please refer to covenants and restrictions regarding your request)

_____ Site plan (included in your closing documents)
_____ Indicate location of exterior improvements on site plan
_____ Grading/Landscaping Plan
_____ Include photo, brochure, or sketch of improvement
_____ Clear, concise written description (Attach separate sheet)
_____ Material listing (including colors, etc)

_____ Fence: _____ **Height** _____ **Style** _____ **Color**

It is the responsibility of each owner to install all approved fencing in a manner that ensures an adequate distance for future maintenance of said fencing and also the entire property from the fence line to the property line. It is also the property owner's responsibility to obtain permission to attach to a neighboring fence if applicable.

Contractor: _____ Phone: _____

ARC requests will not be accepted for review without the required site plan and improvement specifications. The applicant understands that by completing this form he/she agrees to all guidelines set forth by the architectural review committee and all decisions are final. It is understood that the applicant is responsible to comply with all Federal, State, County, and Local codes. It is the applicant's responsibility to locate all easements, utilities, and property lines. Approval is void if improvement is not started within ninety (90) days from the approval date. Standards of the neighborhood's governing documents apply to completion guidelines. Response to request within 30 days – Items submitted to the committee will not be returned.

Property Owner's Signature: _____ **Date** _____

For Board or Committee Use only Please

APPROVED: _____ **Date** _____

(or)

DENIED: _____ **Date** _____

Notes: _____

