



ARCHITECTURAL REVIEW COMMITTEE

**Application for Approval of  
Preliminary or Final Design, Remodeling, Changes or Additions**

**Owner Name:** \_\_\_\_\_

Address of Property: \_\_\_\_\_

Contact Number: (    ) \_\_\_\_\_

**Architect/Designer/Contractors Name:** \_\_\_\_\_

Address of Architect/Designer/Contractor: \_\_\_\_\_

\_\_\_\_\_

Contact Number: (    ) \_\_\_\_\_

**CHECK ONE:**

- 1.) Person to be contacted for additional information:  
      \_\_\_\_\_ Owner                      \_\_\_\_\_ Architect                      \_\_\_\_\_ Contractor
  
- 2.) \_\_\_\_\_ Preliminary Submittal    \_\_\_\_\_ Final Approval
  
- 3.) \_\_\_\_\_ New Residence                      \_\_\_\_\_ Remodeling/Changes/Additions

**BRIEF DESCRIPTION OF PROJECT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**BUILDING EXTERIOR MATERIALS:** Specifications for all exterior materials must be noted on plans

**COLOR SCHEME:** (Necessary for Final Approval): A color sample must be provided to the Architectural Review Committee. A 4x4ft sample may be required on the exterior of the home-site.

**PLEASE NOTE THE FOLLOWING:**

- A proposed timeline indicating the start and completion date(s) must be submitted with plans for Preliminary/Final Designs, Remodel, Changes or Additions.
- The Architectural Review Committee has 30 days from the receipt of a submittal to respond in writing of their decision.
- All contractors must follow the “**General Rules for all Avila Contractors & Service Personnel**” listed in Appendix 5 of the Avila Property Owner’s Architectural Review Guidelines.
- **Two complete sets of working plans and specifications must be filed with this application.**
- The ARC is permitted to walk on homeowner’s property for the sole purpose of reviewing the ARC submittal.

**APPLICATION FEES:**

A. New House Construction, including Landscaping.....	\$250
B. Remodeling, Renovations, and Additions.....	\$150
C. Existing Landscape Revisions.....	\$100
D. Demolition Fee.....	\$250
plus road fee.....	<u>\$250</u>
<b>Total.....</b>	<b>\$500</b>
E. Plan Revisions.....	\$50

**It is the responsibility of the property owner and the property owner's contractors to review and follow the ARC Guidelines, submit complete and accurate plans and specifications for approval. Variances from these Design Guidelines or from prior submitted plans and specifications must be noted with each request for approval. Approvals given with respect to requests for approval of stated particular design features are limited to the stated design feature.**

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner’s Agent: \_\_\_\_\_

Date: \_\_\_\_\_