

Hembstead ARB Approval Request Form

Rev. 2017 v1

When Hembstead was conceived, special covenants were developed to assure consistent, long-term value creation and aesthetic harmony in our neighborhood. These covenants require all proposed changes to the exterior of a homeowner's residence or property to be approved by the neighborhood Architectural Review Board, (ARB) before those changes can begin.

Homeowners should complete this form and request ARB approval to their exterior changes prior to commencing any exterior changes to their property or home. This includes site work, landscape changes, fence changes, elevation changes, color changes or any other exterior changes to your home or property. The ARB will review and answer your request within 30 days of receiving a complete submission. The 30-day review period does not start until all documentation required for a complete submission has been received by the ARB. Additional information may also be requested to clarify your request.

Please indicate the purpose of your ARB request. A separate submission should be completed for each proposed area to be improved or changed:

X	Type of Request	Information Required
	Landscape Addition	Description of plants, trees, shrubs. Top down drawing of beds and property showing location.
	Tree Removal	Description and location of tree to be removed. Picture of tree or tree marked with paint, ribbon, or flag.
	Paint	List of items to be painted and color reference number. (e.g. Sherwin Williams SW 2856 Fairfax Brown).
	Porch Deck Patio Pergola Gazebo External Storage Playhouse or Playset House Addition	Drawings or detailed sketch of plans (top down, side, and front views) plus location relevant to house. List of materials and final paint/stain color. Ground staked or marked showing perimeter of structure. Property survey required if offset appears to be within 20 feet of property line.
	Fence	Picture or detailed drawing of style plus dimensions (height). Final paint/stain color. Ground staked or marked showing perimeter of structure. Property survey required if offset appears to be at risk to neighbors or common area property line.
	Exterior Lighting	Number of Fixtures Style (provide picture) Location/s of Fixture/s Wattage of Bulb/s
	Roof	Type of shingle. Color.
	Pool	Drawings or detailed sketch of plans (top down view) plus location relevant to house. List of materials for pool deck.

	Driveway	Drawing or sketch of plans (top down view) plus location relevant to house. Ground staked or marked showing perimeter of driveway. List of materials used and color. Sample of materials.
	Other	Drawings, pictures or other reference materials to describe the proposed project.

1. Are you the Homeowner? Yes No
 (Note - Only Homeowners can submit ARB requests)

2. Please describe your proposed change: Use additional paper as necessary.

Do any other homes in Hembstead have similar improvements to what you're requesting? If so, please identify their address/s.

3. If approved, when will you start and complete your improvements?

4. Please attach photos or drawings that show your current home and your proposed changes. Please also submit information as noted above based on type of request.

Please Note:

- Complete one (1) form per improvement (ex. One for a fence and a separate form for a patio extension).
- The ARB reserves the right to request more information to clarify the request.
- Please allow 30 days for the approval process.
- The homeowner warrants they will follow all requirements made by applicable city, county, state or federal guidelines. Approvals or permits granted by other agencies do not eliminate the need for ARB committee approval.

Please submit this request online through the "Resident Portal" at www.cusickcompany.com. Once you login, please select the tab marked "ACC Online Request". You will fill out the corresponding fields and attach this form along with any other supporting documentation.

The ARC specialist will review the request for completeness and forward it to the ARB Committee. Once a decision is reached, the ARC specialist will contact you.

Thank you

Name	
Address	
e-mail	