

**ARC FORM - REQUEST FOR APPROVAL**  
ARCHITECTURAL REQUEST COMMITTEE (ARC) & SFPH BOARD

(PLEASE ALLOW **UP TO 30 DAYS** FOR RESPONSE. EVERY EFFORT WILL BE MADE TO RESPOND IN LESS THAN 30 DAYS)

**I. Owner of Townhome or Property Manager**

(NOTE: SHARED FENCES, BOTH OWNERS MAY SUBMIT ONE ARC FORM FOR APPROVAL) (RENTERS MAY NOT SUBMIT FORM)

Full Name & Preferred Name	
Address/Unit #	
Phone	
Email	
Date Submitted	

- ALL INFORMATION REQUESTED IS **REQUIRED** FOR APPLICATION TO BE CONSIDERED **COMPLETE** -

**II. Requested Update / Change to Property (please check box)**

(NOTE: EACH REQUEST REQUIRES A **SEPARATE** ARC FORM FILLED OUT)

Fence Replacement	<input type="checkbox"/>	Wrought Iron Railing	<input type="checkbox"/>
Front Door Replacement	<input type="checkbox"/>	Add Extended Roof	<input type="checkbox"/>
Screened Porch Storm Door Replacement	<input type="checkbox"/>	Add Deck	<input type="checkbox"/>
Add Open Porch Patio Door Replacement	<input type="checkbox"/>	Landscaping on Common Property	<input type="checkbox"/>
Add Sunroom Windows Replacement	<input type="checkbox"/>		<input type="checkbox"/>

Other (please specify):	
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**III. Description of Requested Update or Change to Property**

Specify Location on Property	<ul style="list-style-type: none"> <li>If, Shared Fence Unit/s _____</li> </ul>
Dimensions / Height, Length, Width	
Color	
Material being used	(Note: ALL <b>wood</b> used MUST be <b>pressure treated</b> .)
<b>Estimated</b> Dates	<i>Start:</i> _____ <i>Completion:</i> _____ (Starting date must be <b>after approval</b> is given.)
Contractor / Who will do the work Name, Address, & Phone	(If Applicable)

#### IV. Required Attachments

(NOTE: DOCUMENTS BELOW MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION IS PROVIDED ON THE ARC FORM.)

- Only page 1 and attachments need to be submitted
- Photos are essential: Take pictures before the project, submit, when complete take pictures of project and submit to ARC committee for review.
- Landscaping on common property: Required written detail (ground material, types of plants, quantify additions, removals) A diagram is required. Unless flowers or bulbs.
- Architectural changes: Detailed plans and drawings are required. Include 3 views front, top, and side(s). (Hand drawings - Discretion of ARC committee and Board)
- If shared fence, both owners may submit an ARC form, or one ARC form with both owners information. All information on property owners must be filled out. If any information of property owner is left out, the form will be returned until complete. Please notate under "Specify Location on Property" the units that apply.

#### V. Important Information

- The Architectural Control Committee (ARC) reserves the right to request more information to clarify this application, ARC form.
- ARC Forms are required prior to making changes. Any changes made prior to ARC approval, and not in accordance with the Association's Declaration of Covenants, Conditions, and Restrictions may result in fines.
- Approval by the ARC does not in any way guarantee approvals by the City, County or any other such agencies, and all such approvals or permits are the responsibility of the applicant.
- The ARC has **30 days** from receipt to respond to your request; however, every effort will be made to respond sooner than that. The process does not begin until all required documents are received by the ARC.

#### To submit this ARC Request for Approval:

1. Download this form, fill it out (Page 1), take pictures of the project area, email from phone or upload to a computer with required documents and attachments. Final pictures must be submitted when complete.

If you choose to submit your ARC request through Friends, Family, Fedex, Library, Neighbor, please specify in your email how your request is coming through.

**Architectural Control Committee**  
**Sardis Forest Patio Homes Association**  
**Email Address: [SardisForestARC@gmail.com](mailto:SardisForestARC@gmail.com)**

2. If you are unable to submit this form electronically, mail the completed form with all the required attachments & documents to:

(Note: Cedar Management will charge the homeowner \$20.00 to \$30.00 for handling any **ARC request** received **by mail**.)

**Sardis Forest Patio Homes**  
**c/o Cedar Management ARC**  
**PO Box 26844**  
**Charlotte, NC 28221**