

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION TO MODIFY THE EXTERIOR OF AN EXISTING STRUCTURE

An ***“Application to Modify the Exterior of an Existing Structure”*** must be submitted for any changes to an existing structure including paint, stain, roof replacement, etc.; and/or adding to the structure; or modifying the structure in any way.

It is a fineable offense to modify any structure on the homesite without proper application and subsequent approval from the ARC. A schedule of fines can be found on the Arboretum website (arboretumhoa.org) under the Homeowner Red Book tab > Architectural Review Committee. You must be logged in to access the Homeowner Red Book.

Property Owner: _____ Lot # _____ Date: _____

Address: _____

Phone: _____ Email: _____

Please provide the following if using a contractor.

Contractor: _____ License#: _____

Address: _____

Phone: _____ Email: _____

Acknowledgement: Approval for your proposed project is given by the ARC, however, you are required to obtain signatures from your surrounding neighbors acknowledging that they are aware of your proposed project.

Signature Signature Signature

If available, please provide the plans for the modification construction. If not, please provide drawings showing front, back, and side elevations and their dimensions if applicable. Further, please itemize the types of materials that will be used in construction; as well as, the exterior finishes and/or color of the modification if applicable.

Please provide a topographical map showing the following aspects of the proposed modification.

- Lot configuration
- Complete footprint and location of the existing main dwelling, any unattached structure(s), and town set back lines.
- Location of the modification on or attached to the existing dwelling.
- Dimensions of the modification and the height of the structure.

Proposed Modification: _____

Note: If removal of a tree is needed in order for you to accomplish your project, it will be necessary for you to complete the “Tree Removal Permit Application.” Also, please locate said trees on the map you are providing with this application.

Please return this Permit Application to the Architectural Review Committee mail slot in the Arboretum Clubhouse. Once done, please notify Peter Koch via email at hockpg@gmail.com that your application has been submitted. This will help to expedite the processing of your application.

Use this space to provide additional information that would support your request.

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REGULATIONS FOR CONTRACTORS, SUB-CONTRACTORS & SUPPLIERS

1. **WORK HOURS:** 7:00 AM to 7:00 PM, Monday through Saturday, exclusive of the 7 generally accepted major holidays. From 6:00 PM to 7:00 AM is a quiet time; no radio, saws, hammering, screaming, etc. Sunday work is **NOT** allowed.
2. **SPEED LIMIT: 15 MPH.** Contractors are responsible to ensure that all employees and sub-contractors obey the posted speed limit.
3. **NO COMMERCIAL VEHICLES ON COVERED BRIDGE:** All commercial vehicles **must** use the service road. Contractors are responsible to ensure that all employees and sub-contractors use the service road. There seems to be an issue when focusing on GPS to arrive at their destination. **The Primary Contractor will be held responsible for any damage to the bridge.**
4. The Primary Contractor is responsible for repairing common ground in front of any construction site and any damage to water access boxes, sprinkler heads, and any Arboretum Community Association property that may be damaged.
5. **Contractors must manage their vehicle parking so that emergency vehicles, including fire equipment, can pass.**
6. The worksite must be kept free from all rubbish, debris, and surplus materials that may accumulate during the construction process. The site must be cleaned up at the end of each work day and all debris placed in a dumpster.
7. Any trees to be removed from the site must be expressly approved and marked with a ribbon as defined by the Architectural Review Committee procedures.
8. If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. Traffic cones, tape, or other means to alert and, if necessary, divert traffic, must be used.
9. Music, whether from radio or other devices, must be played at a reasonable level.
10. Small contractor signs are permitted on the site with ARC approval. Signs are for the purpose of guiding deliveries to the site. Sub-contractor signs are not permitted.
11. Sanitary facilities must be provided during construction, remodeling, or demolition activities. The facilities must be placed on the construction site, not on the neighbor's property nor on Arboretum Community Association common grounds.
12. **No trailer longer than 40 feet is permitted on Arboretum roads as it is difficult for trucks to navigate the turns.** Our community continually experiences damage to our medians, brick walls, curbs, vegetation, etc. The Primary Contractor will be responsible for any damages.