

Richmond Place Homeowners Association

P.O. Box 13310 Savannah, GA 31416 912-236-7575
rphoa.bod@gmail.com

APPLICATION: ADDITIONS, FENCES, ALTERATIONS AND/OR MODIFICATIONS

To: **Architectural Review Committee (ARC)**

INSTRUCTIONS: Please review covenants and restrictions prior to submitting this application. **Incomplete** applications will not be reviewed and will automatically be rejected to requesting homeowner. All supporting documentation, information and/or plans must be attached to this application at time of submission. The ARC has 90 days from the date the complete package is received to review and respond to all applications per Section VII **Architectural Standards and Review** Section: 3 of Declaration of Covenants, Conditions, Restrictions and Easements of Richmond Place Subdivision. (Pages 22-26)

Date: _____

Name: _____

Address: _____

Phone Number: _____ Cell: _____ Email: _____

Scope of Work: Describe the Addition, Fence, Alteration and/or Modification (Attach drawing(s) with dimensions, building materials and colors if applicable):

Estimated Start Date: _____ Completion Date: _____

Contractor: _____

Acknowledge your understand of the following by initialing:

- _____ Homeowner has read and understands Section VII **Architectural Standards and Review** of Declaration of Covenants, Conditions, Restrictions and Easements of Richmond Place Subdivision. (Pages 22-26)
- _____ Deviations from approved request require re-submittal to the ARC prior to commencement of work.
- _____ Homeowner is responsible for communicating to all contractors, that all maintenance, repair, improvement and construction on exterior of the home can only be performed between the hours of 8:00 am EST and 8:00 pm EST. Section VIII **Use Restrictions, Rules and Regulations Section: 27** of Declaration of Covenants, Conditions, Restrictions and Easements of Richmond Place Subdivision (Page 35)
- _____ Homeowner will not allow any advertisement signs be placed upon the property prior to work taking place, while work is being performed, or after work has been performed.
- _____ The ARC committee does **not** review structural designs; this is only an architectural and/or aesthetics approval.

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Answer the following:

1. Property lines have been clearly identified and marked? Yes No N/A
2. If installation of new fence is requested and will connect to an existing fence, has communication with neighboring property(s) been made? ___ Yes ___ No ___ N/A
3. Has homeowner confirmed with the City of Richmond Hill whether a permit or approval is necessary for requested addition, fence or alterations? Yes No N/A
4. If permit or approval is needed from the City of Richmond Hill, has this been obtained?
Yes No N/A

ACKNOWLEDGEMENT OF APPLICANT: This application is presented to comply with the architectural controls, covenants and restrictions that apply to all lots and homes of Richmond Place Subdivision and to govern the procedure of undertaking additions, fences, alterations and/or modifications to my property. As the homeowner, I understand that it is my responsibility to obtain all required permits from the City of Richmond Hill for all additions, fences, additions and/or modifications. The ARC committee does **not** review structural designs, this is only an architectural and/or aesthetics approval. The ARC highly recommends a survey of the property be obtained prior to all construction. All construction, to include fences, must comply with city and county codes and is subject to inspection.

Owner's signature: _____ Date: _____

FOR ARC USE ONLY:

Date complete package received by ARC: _____ Date of ARC decision: _____

APPROVE

DISAPPROVE

Conditions of Approval: _____

Rationale of Disapproval: _____

ARC Member(s) Approving/Disapproving: _____
