

Date submitted _____

Initial approval date _____

Final approval date _____

Merrymount Property Owners' Association (MPOA)
Request for Architectural Committee Approval

Property Owner's Name _____

Lot number _____

Owner's Phone and Email Address _____

Owner's Permanent Address _____

Estimated Completion Date for Construction _____

Contractor's Name and License Number _____

Contractor's Address, Phone, and Email _____

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1. Narrative description of the proposed home and/or landscape improvement, change, or addition. Site materials to be used and please note that any shed/outbuilding/structure must be built from the same materials used originally for the home (including matching existing paint colors). If materials originally used on the house are no longer available, a reasonable match may be accepted by the ARC. These exceptions will be made on a case by case basis. See: Guidelines 8.4.2. Attach additional sheets of paper as necessary.

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2. Please attach two (2) drawings to this request form showing all proposed improvements including relationships to existing structures, lot lines, and required setbacks. Two drawings or more are needed to clearly show proposed improvements including existing structures:
 - A. Site Plan-showing location and configuration of construction or improvements (may be drawn on a copy of your lot survey)
 - B. Elevation (s) – front, side, and rear- one or more as necessary, annotated with materials, finishes, and colors
 3. A building permit and inspection by the County Building Department may be required.
 4. Date of payment of Road Impact Fee (for new home construction only) _____
 5. Should the Architectural Review Committee deny your request, you may appeal the decision in person to the Merrymount Property Owners' Association Board of Directors.

Signature of Owner(s) _____ Date _____

The Architectural Committee recommends the following on this request:

Initial Site Inspection is to be approved before construction begins. Property lines and building/construction site are to be staked with flags and clearly outlined at this time.

Initial approval:

_____	ARC signature	_____	date
_____	ARC signature	_____	date
_____	ARC signature	_____	date

Comments (for Committee use only)

Follow-up site inspection if needed:

_____	ARC signature	_____	date
_____	ARC signature	_____	date
_____	ARC signature	_____	date

Final Approval of Completion

_____	ARC signature	_____	date
_____	ARC signature	_____	date
_____	ARC signature	_____	date