

REQUEST FOR ARCHITECTURAL CHANGES TO HOME:

This is a request form to be completed by the Homeowner and submitted to the Montpelier Village Club office, who will then submit it to the (ARC), Architectural Review Committee, for approval. You may email the completed request to MVC@MontpelierVillageClub.com. The request **MUST BE APPROVED BEFORE ANY WORK COMMENCES**.

All requests must conform to the local zoning and building regulations and you must obtain all necessary permits if your request is approved. This request is valid for 90 days from the date of acceptance.

HOMEOWNER INFORMATION:

Name: _____ Lot #: _____

Address: _____

Phone #: _____

Email Address: _____

Description of Change: _____

Location: (attach a copy of plan showing addition)

Specifications: (attach a copy of plans and describe the following)

Dimensions: _____

Materials: _____

Color: (attach sample paint chip w/ color, name & number, paint manufacturer)

Liability: I take full responsibility and I am personally liable for ANY damage that might occur to Montpelier Village Club, Inc. Association Property during any time during the above project.

Signature: _____

Date: _____

FOR BOARD OF DIRECTORS USE ONLY:

Reviewed by: _____

Final Approval: _____

Date: _____

Comments: _____

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INSTRUCTIONS FOR ARCHITECTURAL REVIEW

- 1 The Architectural Review Committee (ARC) form must be completed and approved before ANY work commences on the property.
- 2 The entire approval procedure may take between up to two weeks to complete. Therefore, please plan accordingly.
- 3 This form must be completed in its entirety by the property owner. Failure to include any, and all applicable information may cause delays.
- 4 When applicable, a copy of the plat for the property indicating the location of the change is also necessary.
- 5 Once the ARC receives the request, they will review the application and may contact the owner with additional questions.
- 6 The ARC will then make a decision based on the Declaration of Covenants & Restrictions.
- 7 Once a decision is made you will be contacted by Montpelier Village Club Office.