With your form, please follow these general guidelines:

1. For all applications requiring exterior changes: Please attach a copy of the property survey showing the location of requested modification.

2. For Paint Applications: Please include a color picture of the color swatches and list full names/numbers of the colors selected.

3. For Roof Applications: Please include a picture of the shingle you have selected.

4. For Fence Applications: Please attach a picture of the fence to be installed.

5. For all other applications: Please attach photos and a detailed description of the work being performed.

6. Please enclose the name of the contractor (company name, address, phone number), the contractor's Certificate of Insurance (COI), along with the material that will be used. If you are doing the project yourself, please note that on the application.

7. Please submit the completed form along with all enclosures in one packet. Applications that are turned in without the necessary documentation are deemed incomplete and automatically denied.

8. Only the property owner may submit an ARC application.