



Jamestown Village Homeowners Association

REVIEW REQUEST FORM

JAMESTOWN ARCHITECTURAL REVIEW COMMITTEE

For any Architectural, Exterior and Landscaping changes, you will need approval from the Jamestown Village Homeowners Association's Board of Directors and its Architectural Review Committee (ARC). This architectural review process is governed by our Covenants and Bylaws. (See 'Guidelines & Procedures for Exterior Changes' and 'Good Neighbor Policy' in Policy Section of Jamestown Reference Manual, and Section 7 of the Declaration of Covenants). In some cases, we kindly request that you notify the Association Board of any projects taking place at your home as a courtesy, not necessarily for approval. This is to keep us and your neighbors informed of activity in our neighborhood that may be of concern to others. We always appreciate the opportunity to review complete plans prior to the commencement of any projects to avoid any conflicts with our bylaws or existing architectural standards that may lead to costly errors or legal hassles. This process protects both you the homeowner, and the architectural integrity of the neighborhood. Your submission of plans should include a scale drawing of your improvement, dimensions, a plat drawing, elevation drawings from front and side, a materials list, completion date, and colors. It is your responsibility to know your property line, notify affected neighbors, obtain required city permits, and call Gopher One if digging is involved. You should also be considerate of your neighbors by promptly cleaning up materials and having contractors park in your driveway or on the street, not in the common drive. Please allow two weeks for review of your plans. When in doubt about a project, please contact any current Association Board member or e-mail us at info@jamestownvillage.org.

Name: _____ **Date:** _____

Address: _____

Phone: _____ **E-mail:** _____

The undersigned property owner hereby acknowledges and agrees that he or she will be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes and ordinances including, without limitation: zoning ordinances, subdivision regulations, and building codes. Neither the Architectural Review Committee nor the Association Board shall have any liability or obligation to determine compliance with anything but our Homeowners Association Bylaws and Covenants.

Homeowner Signature: _____

Indicate the architectural change, addition, alteration, improvement, construction, or special project:

- | | | |
|--|--|--|
| <input type="checkbox"/> Deck (new or replacement) | <input type="checkbox"/> Roll-off Dumpster in driveway | <input type="checkbox"/> Miscellaneous digging (cables, dog fence) |
| <input type="checkbox"/> Fence (new or replacement) | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Dog Kennel |
| <input type="checkbox"/> Roof (new or replacement) | <input type="checkbox"/> Addition to existing structure (storage sheds, 3- or 4-season porches, rooms) | <input type="checkbox"/> Miscellaneous project. Please describe: _____ |
| <input type="checkbox"/> Gutters (new or replacement) | <input type="checkbox"/> Landscaping (includes trees, patios, retaining walls, tiling/sump pump drains) | _____ |
| <input type="checkbox"/> Windows (new or replacement) | <input type="checkbox"/> Outdoor recreational equipment (swingsets, playhouses, trampolines, above ground pools, hot tubs, basketball hoops) | _____ |
| <input type="checkbox"/> Driveway (new or replacement) | | _____ |
| <input type="checkbox"/> Siding/Shutters | | |
| <input type="checkbox"/> Garage doors (new or replacement) | | |

If this is a replacement, will colors, style, layout...

- Remain the same.
- There will be a change. Please describe: _____
- _____
- (Please include any color or style samples with your layout)

Required documents attached or enclosed.

Notification of Neighbors:

(Signature and phone of neighbors affected by or in view of project, if applicable. Their signature does not constitute their approval, only that they have been notified of the project.)

Start and Completion dates:

Estimated start date: _____

Estimated completion date: _____

Per our Bylaws, all work must be completed in 90 days or before September 30, whichever comes first.

For Board Use Only

- Approved as is. _____
- _____
- (Signatures of two ARC members and date)
- Conditional approval. _____
- Not approved. _____