

Oceanview Estates Owners Association

Request for Property Modification or Additions Form

Owner: Please complete the top section of this form and submit it with all additional information electronically to the ARC Chairperson:

Homeowner: _____ Address: _____

Description of Modification or Addition

Owner: Please attach all plans, drawings, pictures, samples, etc. that would assist us in understanding your project request.

Below are examples of documents needed with submission (not all inclusive):

Architectural Drawings/Building Plans	Landscaping/Grading Plans
Elevation Drawings	List/Pictures of Landscaping Materials
List/Samples of Construction Materials	Plans for handling trash/garbage
Color Scheme with color samples	Construction/Landscaping Schedule
Drawing on a copy of the lot survey document	

***Note:** Once the ARC Chairperson has deemed completeness, the application will be distributed to the voting members of the ARC and Board for review. The *ARC and Board liaison* will conduct a meeting within 10 working days to allow homeowners to discuss any issues or concerns with the application.

For Architectural Review Committee Use Only

Date Received by the ARC: _____ Date Public Meeting Held: _____

Changes Recommended by ARC

Vote: Chair: _____ **1.** _____ **2.** _____ **3.** _____

Date of BOD Disapproval (if required): _____

Changes Recommended to Gain Approval

ARC Action: APPROVED DISAPPROVED
Signature: _____ **ARC Chairman**

Revised: 12/2023