

**THE VILLAGE AT HARVEST RIDGE HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST FORM**

Owner _____ Property Address _____
 Owner's Mailing Address (if different) _____
 City, State, ZIP (if other than Winchester) _____

PROPOSED EXTERIOR CHANGE OR ALTERATION: _____

Please attach a **detailed description, photo, copy of the plat, and/or sketch** of all improvements, alterations, or changes you are proposing for your lot or home.

In order for the Architectural Review Committee (ARC) to make a decision, please provide the following information if applicable:

- Color(s) _____ Sizes(s) _____
- Specifications _____
- Materials _____

Note: Incomplete information will delay the processing of your request. You will be notified of the Architectural Review Committee's decision within 10 working days of receipt of your completed documents *unless the proposed change requires input from the HOA Board of Directors*. If the ARC refers to the Board for approval, the processing could be delayed. By approving this request, neither the ARC nor the HOA Board of Directors is assuming any responsibility for the safety, construction, operation, maintenance, accident, injury, or claim that may arise throughout any stage of this change or thereafter.

>> **DO NOT BEGIN CONSTRUCTION OR MODIFICATION UNTIL YOU HAVE RECEIVED APPROVAL FROM THE ARC.** <<

I understand that approval of the proposed change does not relieve me of the responsibility for obtaining any and all necessary **building permits** and/or **variances** and **observing all local zoning ordinances**. If approved by the Architectural Review Committee, I agree to make the changes under the terms and conditions as specified in the approval document. I understand that all improvements must be within my property lines and/or building restriction lines. I agree to accept responsibility for any and all disturbances or damage to the Association's property by either my contractor(s) or myself.

Signature of Homeowner _____ Date _____

**SUBMIT COMPLETED DOCUMENT(S) TO ANY MEMBER OF THE ARCHITECTURAL REVIEW COMMITTEE.
SUBMISSION MAY BE MADE ELECTRONICALLY OR WITH PAPER COPIES.**

ARCHITECTURAL REVIEW COMMITTEE USE ONLY:

The request for the above addition or alteration has been:

Date Received:

_____ Approved without exception
 _____ Approved with the following terms and conditions: _____

Denied for the following reason(s): _____

Neighbors who may be affected by the proposed alteration: _____

ARC Signatures	ARC Printed Names	Date