

Lot _____

Grace Magnolias Property Owners Association, Inc.
Architectural Review Committee (ARC)

Improvement to Property Request

Note: Please submit this form as either a Microsoft Word or PDF file.

Property Address: _____

Buyer/Owner Name: _____

Buyer/Owner Phone: _____ Buyer/Owner e-mail: _____

Do you currently own this property? Yes ___ No ___ If no, what is the estimated closing date? _____

Realtor's contact information (if applicable) _____

Item to be approved: _____ Date submitted: _____

Please explain the Location, Design, Materials, Size, Measurements, Colors of your project:

The outside of the home/lot must follow the guidelines and appearance of the other homes and lots in the community. For this reason, we must know the details involving any of the changes being made to the property. This will include the Location, Design, Materials, Size, Measurements, Colors of your project. Failure to submit the required documents may delay processing of your request. We ask that you please submit the Plans, Plot of the Lot, As- Built Survey, Pictures, Advertisement, Drawing, Sketch, and anything else that is applicable with this request to GraceMagnoliasARC@gmail.com with ARC Request in the subject line. See the ARC checklist on page 3.

Approval for all submissions is effective for nine months from the date it was approved. Review is only for compliance with the requirements of the ARC. The Property Owner is responsible for all State, County, and City requirements.

For office use only – please do not write below this line

Architectural Review Committee Comments:

- Approved Approve if corrected Revise and resubmit Not approved

By: _____

Date: _____

By: _____

Date: _____

By: _____

Date: _____

Limited Review: The scope of review by the ARC is limited to appearance only and does not include any responsibility for structural soundness, suitability of construction or materials, compliance with building standards or zoning codes, this declaration, and any other similar or dissimilar factors.

Lot _____

Grace Magnolias Property Owners Association, Inc.
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Covenants, Conditions, and Restrictions (CCRs)

It is the responsibility of the Property Owner to make certain that the improvement(s) being made to their property is done in compliance with Covenants, Conditions, and Restrictions (CCRs) as it applies to their property.

Permits

The Property Owner is responsible for all necessary City, County, and State permits.

Call Before You Dig

The Property Owner is encouraged to contact Call Before You Dig (811) to locate buried utility lines (gas, power, phone, television, etc.)

Utility Easement

The Property Owner should determine if they have a utility easement on their Lot. If the Lot does have a utility easement, the Owner will be responsible for removing and replacing the fence if they need access to the buried utilities.

Swimming Pool

The swimming pool pump, pipes, and other equipment must not be visible outside the fenced area. The pool equipment must be screened from view. The swimming pool cannot put water or any adjacent lot or common area by way of pipe, hose, or some other method. Contact your local storm water company and ask them if you can connect the pipes from the swimming pool to the storm drain.

Drainage Easement

The Property Owner should determine if they have a drainage easement on their Lot. The Property Owner must not put any structures on or inside drainage easements, including landscaping, that will possibly restrict water flow. Fences must allow water flow through the lot as the drainage easement was intended. The Property Owner understands that they are not to hold the association responsible or liable for any misuse of this area. This includes any structure or any vegetation that the owner places on the lot in the drainage easement. The Property Owner will be held responsible for any drainage issues and damages to their neighbor's property if they block or restrict water flow. These matters are between adjacent Lot owners and do not involve the Grace Magnolias Property Owners Association.

By signing this form, I acknowledge that I understand the above information and it is my responsibility to make certain that the improvements being made to my property are done in compliance with the Covenants, Conditions, and Restrictions (CCRs) for my Property Owners Association.

Buyer/Owner Signature _____

Date _____

ARC Checklist

The outside of the home/lot must follow the guidelines and appearance of the other homes and lots in the community. For this reason, we must know the details involving any of the changes being made to the property. This will include the Location, Design, Materials, Size, Measurements, Colors of your project. Failure to submit the required documents may delay processing of your request. We ask that you please submit the Plans, Plot of the Lot, As- Built Survey, Pictures, Advertisement, Drawing, Sketch, and anything else that is applicable with this request to GraceMagnoliasPOA@gmail.com with ARC Request in the subject line.

- **Before pictures** – Please provide “before” pictures of the property showing what your property looks like today. Start off by standing across the street and take one picture that includes the entire front yard and the entire front of the house in one shot. Do the same in the backyard and take a picture of the back of the home and the entire backyard. Then, stand near the back patio. Take a picture of the right side of the yard, the left side of the yard and straight down the middle of the yard. Take one or more pictures of the back section of the yard if you have a drainage easement, utility easement or something else remarkable that needs to be highlighted.
- **After pictures** – Submit an “after” photo revealing what it will look like after the work is completed. This may include an advertisement, quote, Computer Automated Drawing (CAD), sketch, or something else that you have showing what the project will look like when it is completed.
- **Design** – Submit an advertisement or examples that will confirm the style, design, colors, and the measurements of the project.
- **Location** – Submit the Plot of the Lot or the As-Built Survey. Keep one original for your permanent records because this document will confirm the property lines, the setback lines, drainage easement, utility easement, the house, driveway, and other details of your property. Make a copy that you can write on. Mark the location of the project. Include the measurements to confirm the distance from the corners on the house and/or the corners of the property lines. For those who do not have a Plot/Survey, create a handwritten sketch (drawn to scale) showing these same details.
- **Plans** – Submit the architectural plans (i.e site plans, floor plans, building plans, cross section plans) to confirm the height, width, length, thickness, and other details when building any type of structure.
- **Landscaping** – Submit the “Landscaping Plans” for this project. This will include a drawing or sketch with measurements to confirm the location for all the landscaping changes you want to make to the property. It will also include pictures and/or examples of the trees, plants, rocks, pavers, or other materials that you want to use.