

## REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION

*Before filling out the form below, please note the following:*

What should I include to make my ARB complete?

You must include a drawing of whatever you are requesting (i.e. landscape design, patio enclosure, etc.). This does not have to be an artist rendition, merely a sketch depicting your request. If you have a contractor, they will provide you with this drawing. If you are doing the work yourself, such as installing walkway lights, a simple sketch of your yard, a description of the light fixtures being proposed (i.e. Malibu lights along walkway, sensor light on garage, motion detector on back of house, etc.) and the proposed location of the improvement will suffice. You must also include a copy of your property survey. **No ARB will be accepted without this survey.**

### PLEASE FILL OUT ALL FIELDS BELOW

OWNERS NAME: \_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_

EVENING PHONE: \_\_\_\_\_

TODAYS DATE: \_\_\_\_\_

YOUR EMAIL ADDRESS: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described and depicted below, or on an additional form which will be submitted by US Mail.

Please include such detail as the dimensions, materials, color, design, location and other pertinent data:

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Is there anything else you would like to tell us so we may serve you better?

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By submitting this form, you acknowledge the following:

I understand and will comply to:

- That if the modification is not completed approved, said approval can be revoked and the modification will be required to be removed by the owner at the owners expense.
- That I am responsible to pay for and repair any and all damage done to the common areas as a result of the installation.
- To comply with the state, county or city building codes, and to obtain all necessary permits if applicable.
- To abide by the decision of the ARB or the Board of Directors.
- That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorney's fees.
- If the Association incurs and expense while considering the application with an outside professional (i.e. a licensed Architect) the applicant will be responsible for said fee.
- I/We understand that members of the Design Review Committee or Board of Directors may need to access my/our property site to review, evaluate or inspect the aspects of this request. I/We agree to allow them access for these purposes.

**Ventura Homeowners Association Request for Architectural Review**

- Complete all information and submit documents required. Incomplete applications are not acceptable and will be returned.
- Sign application and submit along with attachments to Marion Steiner at [venturaarb@gmail.com](mailto:venturaarb@gmail.com)
- Applications must be received at least 48 hours before a scheduled ARB meeting to be reviewed at that meeting.

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(Please Print)

Homeowner: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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**A. Brief Description:** Give a brief description of the alteration, improvement or modification you would like to make on the exterior of your home. Attach an additional page with further details, if needed. Include relevant details, such as location, dimensions, materials, colors, design and other information or documents that will fully inform the ARB members.

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**B. Attach the following items to this application:**

- \_\_\_\_\_ Survey of lot showing location of improvements and modification must be included with ALL applications.
- \_\_\_\_\_ Plans, elevations and detailed sketches. **Photographs of the site are encouraged and assist the ARB.**
- \_\_\_\_\_ Paint color chips, if relevant
- \_\_\_\_\_ Copy of the sub-contractors license, if relevant
- \_\_\_\_\_ Copy of the sub-contractors insurance certificate, including general liability and workers compensation.

**C. I have read, understand, and agree to abide by the Covenants and Restrictions and the Architectural Guidelines of the Associations. In addition, I agree to be responsible for the following:**

1. Local, state and other permits, which must be obtained by the owner prior to the commencement of work.
2. Compliance with all local and state building and zoning codes. No encroachments onto other lots or common areas.
3. All damage caused to other lots, including common area damage, as a result of the work pursuant to this application.
4. Compliance with the conditions of the approval of this application.

**I understand** that the ARB does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition, or for performance, workmanship, or quality of work of any contractor or of the completed alteration.

**I agree** to abide by the decision of the ARB. If the modification is not completed as approved with the specifications submitted in this application and if I refuse to correct or remove modification, I shall be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date: Approved by ARB \_\_\_\_\_ Disapproved by ARB \_\_\_\_\_

Deferred by ARB \_\_\_\_\_

Conditions for Approval or Reasons for Disapproval or Deferral:

ARB Signature # 1 \_\_\_\_\_ Signature # 2 \_\_\_\_\_

Signature # 3 \_\_\_\_\_