

CUMBERLAND GREEN METROPOLITAN DISTRICT

ARCHITECTURAL REVIEW APPLICATION FOR EXTERIOR CHANGES

PURPOSE

The purpose of the Architectural Review Application is to provide sufficient information for the Architectural Review Committee (ARC) to review and approve proposals for improvements that impact the design and integrity of the Cumberland Green community.

Date: _____ Name of Homeowners: _____

Address: _____

Telephone Number: (Home) _____ (Work) _____ (Mobile) _____

Email Address _____

PROJECT DESCRIPTION & PERTINENT INFORMATION

In the space below, please provide a complete written description of the changes you propose to make to your property. The description should include location(s), dimensions, materials, colors and finishes associated with the proposed project. Also include a statement about how the proposed changes will complement and maintain the existing design continuity and integrity of Cumberland Green. Please attach an additional sheet or sheets as needed to provide a complete description of the project:

NOTE: Please attach all applicable site plans, and/or floorplans with your application. If additional details about the project are needed by the ARC you will be notified of the specific information. Incomplete applications will delay the approval process or potentially result in the denial of your request by the ARC. Commencement of work on the project cannot start until written approval is granted by the ARC.

~~Work must be performed by licensed and insured contractors. Prior to approval of the ARC Application, a Certificate (or Certificates) of Insurance must be submitted to the ARC which names the Cumberland Green Metropolitan District (the District) as an additional insured. Exterior improvements will not be approved without proper indemnification of the District.~~

Name of Contractor/Contractors doing the work if applicable:

License Number of Contractor(s): _____

Telephone Number(s) of Contractor(s):

Office _____ Mobile _____ Other _____

Location of improvement (check applicable areas): YOU MUST ATTACH An Architect's rendering, lot survey or scale drawing including elevations to show location of improvement if applicable (include distances from walls and houses):

front of house _____ back of house _____ side of house _____
roof _____ patio _____ garage _____
from nearest lot line(s) _____ other _____

Est. Completion Date: _____ NOTE: All work must be completed within six (6) months from date off approval; otherwise the work could be declared a nuisance and/or hazard for neighbors and the community. If it appears to you that you will not be able to complete the project in the allocated time, please contact this office to discuss a possible extension.

OWNER'S AFFIDAVIT

I am familiar with the Governing Documents of the Cumberland Green Metropolitan District as applicable to the subject lot and to my knowledge nothing in the proposed improvement/alteration is in violation of them.

I represent and warrant that the proposed improvement/alteration will be completed in strict compliance with the Governing Documents.

I understand that approval by the Architectural Committee shall in no way be construed as a waiver of modification of the Governing Documents.

I represent and warrant that the proposed improvement/alteration will be in conformity and harmony of external design and location to the surrounding structures and topography, and that the quality of workmanship and materials involved will be in conformity with that of the existing structure.

I understand that it is my responsibility to conform to any city, county, state, federal, or other agency building codes and ordinances that may apply to this improvement/alteration and that approval by the Architectural Committee shall in no way be construed as a waiver as such.

I agree that no construction or other work on this improvement/alteration shall commence until I have received the written approval from the Architectural Committee. I understand that the Architectural Committee will act on this request as quickly as possible and contact me regarding their decision.

I understand that the ARC may share this application (or portions thereof) with my neighbors and solicit their input which may be taken into consideration.

CONDITION OF APPROVAL AND DISCLAIMER

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s) or improvement(s).

During the approval process, the District may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEWS ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they independently reviewed and confirmed that the proposed plans are correct for a legal, structural, architecture, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the District or cause damage or additional maintenance to District-owned land and/or District maintained property.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the District prior to the actual implementation of the proposed plans.

SUBMITTAL

Please submit your Architectural Review Application via email to:

Cumberland Green Metropolitan District

Attn: James McGrady, Manager

Email: ccompliance@comcast.net

Assuming submittal of a complete application, you will receive a written decision on your ARC application as soon as possible, but within no more than 30 days. Any time spent for additional information, revised plans or other items of requirement of the District to complete a finalized application shall not be assessed against the noted initial 30-day period.

This application is NOT AUTHORIZED until approved by the Architectural Review Committee.

OFFICE USE ONLY

Date of Receipt: _____

Request for Additional Information (if applicable): _____

Receipt of Additional Information: _____

Date of ARC Decision: _____

Approval: _____

Approval w/Modifications: _____

Disapproval: _____

Remarks:

Follow-up inspection by: _____

Date: _____

Additional Remarks: