



Harlan Run Homeowners Association, Inc
Architectural Change Request (ARC) Form

Name: _____

Address: _____

Owner Mailing Address (if different): _____

Mobile Phone Number: _____

Email Address: _____

Please describe ***in detail*** the proposed exterior change or alteration. Include as much detail as possible, including type of material to be used, color, style, dimensions/size, etc. You should include attachments of photographs or drawings, site plans or surveys showing where the work/improvements are located and include the proximity to the septic tank and leech fields if excavation is required. If work is to be performed by a contractor, include contractor name and telephone number and any contractor-provided documentation. Add additional documents for description if needed. **Please allow up to FOUR WEEKS for processing and response.**

Estimated beginning date:_____

Estimated completion date:_____

Homeowner Signatures

Signatures of four (4) property owners who have been notified of your Architectural Change Request are required. This must include any property owners that are directly adjacent to the area most affected. Additional signatures should include neighbors who have a view of your change. If any neighbor disapproves of the proposed change, please indicate the reason for their disapproval in the comments section. ***Note that neighbor signatures only indicate an awareness of your intent and do NOT constitute approval or disapproval.***

Name: _____

Name: _____

Address: _____

Address: _____

Lot# : _____

Lot#: _____

Phone: _____

Phone: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Address: _____

Address: _____

Lot# : _____

Lot#: _____

Phone: _____

Phone: _____

Signature: _____

Signature: _____

Comments: _____

I understand that approval does not relieve me of the responsibility of obtaining any and all necessary building permits, variances, and/or observing all local zoning/subdivision ordinances. If approved by the HR HOA Board of Directors, I agree to make the changes under the terms and conditions as specified in the approval letter. All improvements must be on my property or property lines and within designated easements. If any portion of the Association property is disturbed or damaged by either my contractor or myself, I agree to be responsible for and to restore the common elements to their original condition(s).

Signature of Applicant: _____ Date: _____

Please email the completed form and supporting documentation to
HarlanRunHOA25403@gmail.com

Board of Directors Action

Date Received: _____

_____ Project Approved

_____ Project approved according to specific conditions in attached letter

_____ Project Disapproved for reasons stated in attached letter

Approval/Denial Board Member Signature: _____

Date: _____