

Architectural Review Application

Highland Hills Property Owners' Association, Inc.

To review our neighborhood's Community Rules & Restrictions, please refer to the Highland Hills Property Owners' Association, Inc. Handbook, Section IV. RESTRICTIONS ON USE, pages 7-9.

Applicant / Owner name: _____ Date: _____

Lot(s) number: _____ Property address: _____

Request type (check all that apply)

- New home construction
- Renovation of an existing structure with no expansion or exterior alterations
- Expansion of an existing structure
- Exterior appearance alteration including paint color change, roof material or color change, siding material or color change, and window replacement. Includes all structures, outbuildings, gates and fences
- Installation of exterior-mounted generator, LP gas tank, pole-mounted lighting or signage
- Fencing, driveway or other hardscape addition or modification; change to finished ground elevation; change to storm drainage and/or water runoff patterns
- Tree removal
- Other: _____

Description of proposed work and total estimated cost

Required documents, as applicable

- (1) Proposed building plan with any foundation footprint changes clearly noted
- (2) Plat plan with setbacks to street and property lines noted in linear feet
- (3) Construction schedule with beginning and anticipated end date
- (4) Paint color sample painted 2' x 2' on the structure
- (5) Roof material / color sample 2' x 2' attached to the home next to the paint color
- (6) A signed copy of this form

Include photographs of the existing exterior condition(s) to be changed so that ARC members who are not present can better understand your request. This will help to expedite the process.

Submission

Submit your request package by email to arc@highlandhillspoa.com. Allow up to thirty (30) days for a reply.

Notes

- Any unauthorized changes started or completed without prior ARC or Board of Directors approval may result in a fine regardless of whether it is later approved. In addition to a fine, you could be required to remove and/or reverse any change or improvement and return it to its prior condition.
- No alterations may be made to such plans after ARC or Board of Directors approval is given except by and with the written consent of same.
- Impact fees will apply to most projects, including but not limited to the following items:

Project type	Impact fee
New home construction	Three-fourths of one percent (¾%); \$2,500 minimum, plus \$250 for every roll-off container including exchanges.
Major improvements (over \$25,000)	Three-fourths of one percent (¾%); \$1,000 minimum, plus \$250 for every roll-off container including exchanges.
Minor improvements (under \$25,000)	\$500 flat fee, plus \$250 for every roll-off container delivery and exchange.
Tree removal	Fee schedule pending. Contact arc@highlandhillspoa.com .
Painting home	No fee. Color must be approved by the ARC.
Roofing replacement	No fee unless a roll-off dumpster is used; if so, \$250 each.
Other improvements	To be determined upon request.

Signed: _____

Printed name: _____

Phone number(s): _____