

Please Enter Your Association/Subdivision Name Here: \_\_\_\_\_

### Architectural Submission/Application Form

**Owner/Applicant Information:**

Owner (Applicant): \_\_\_\_\_

Property Address: \_\_\_\_\_

**Contact Information Should the Committee Wish to Contact You for Additional Information**

Phone: Home) \_\_\_\_\_ Work) \_\_\_\_\_ Cell) \_\_\_\_\_

Mailing Address (If different from Property Address) \_\_\_\_\_

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

**Contractor Information:**

Contractor Name: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Modification or Addition Requesting:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Detached Structure/Building   | <input type="checkbox"/> Solar Screen(s)        | <input type="checkbox"/> Driveway (New/Extension) |
| <input type="checkbox"/> Fence (New/Replacement/Stain) | <input type="checkbox"/> Exterior Modifications | <input type="checkbox"/> Shed                     |
| <input type="checkbox"/> New Construction              | <input type="checkbox"/> Landscaping            | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Paint                         | <input type="checkbox"/> Ornamentation          | _____   |
| <input type="checkbox"/> Storm Door/Garage Door        | <input type="checkbox"/> Patio/Arbor/Deck       | _____   |
| <input type="checkbox"/> Retaining Wall                | <input type="checkbox"/> Pool/Spa               |   |
| <input type="checkbox"/> Satellite Dish Placement      | <input type="checkbox"/> Roof                   |   |

Is this a re-submittal? YES NO

Description of and Reason for Request (\*\*Required\*\*): \_\_\_\_\_

Is this request in response to a violation letter we sent you? YES NO

**Please make sure you have attached/included all of the following information:**

- A completed Submission Form (including signature below the Owner Acknowledgement Notice on Page 2)
- A description of the project, including height, width and depth, roofing material, colors, etc.
- A complete material list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line and other structures)

Please send your requests: **Community Association Management (CAM)** Phone: 573-499-4445  
 PO Box 1274 Fax: 573-777-7297  
 Columbia, MO 65205 Email: [info@camcolumbia.com](mailto:info@camcolumbia.com)

<b>FOR OFFICE/COMMITTEE USE ONLY:</b>		Date Submission was Received: ____/____/____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/ Stipulations	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied-Insufficient Information
Stipulations/Comments/Suggestions: _____			
_____			
_____			
Signature of Authorized Party		Date of Approval/Denial	
Committee Pre-Approval Inspection: _____		Committee Post-Completion Inspection: _____	

**Owner(s) Acknowledgements:**

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Control Committee (ACC/ARC);
- Any construction or alteration to the subject property prior to approval of the ACC/ARC is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with City, County, State and Local Codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modifications of any codes. My signature indicates that these standards are met to the best of my knowledge.
- **That any variation from the original application must be re-submitted for approval;**
- That if approved, said alteration must be maintained per the Covenants & Restrictions/Declarations for the Association;
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my own expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval/disapproval of any plans submitted. The Committee and Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee’s review, comments and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines or Subdivision Guidelines, as applicable. The Builder/Applicant agrees to grant the Association access to the property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws and regulations and sound practices. Your association, the ACC/ARC and any employee or member thereof, shall not be liable for damages or otherwise because of the approval/non-approval of any improvement.*
- **I certify my Association dues account is current, and I have no outstanding fines or penalties.**

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the ACC/ARC. The ACC/ARC has permission to enter the property to make inspections, as they deem necessary.

**Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Informational Addendum**

REVIEW PROCESS – Your association’s governing documents stipulate the amount of time the ACC/ARC may take to render a decision. However, the ACC/ARC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness, and the ACC/ARC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC/ARC. Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the ACC/ARC.**

NOTIFICATION – All owners will be notified in writing by mail or email once the request has been approved or denied.

APPEALS – If your association allows appeals of an ACC/ARC decision, requests must be based on the association documents and timeframes stated by the documents.