

**Richfield Subdivision
Architectural Review Committee
Request for Design Approval**

PLEASE PRINT

Date _____

Owner name _____

Property Address _____

Lot # _____

Subdivision _____

Mailing Address (if different) _____

Cell or Work Phone _____ Home Phone _____

On the reverse side of this form, please describe the proposed changes or additions to your property. Include a copy of your property plat (survey) and indicate the exact location of proposed change or addition, distance to property lines from proposed change or addition, dimensions of backyard property, and relevant surrounding features. Also, this request must include a sketch with the following information: Style, dimension, and materials, color of the proposed change or addition, and the proposed construction time schedule. Request for repainting must include a color sample. Should the committee require additional information; your request will be deferred until additional information is received.

Notes:

1. Requests from an owner with delinquent assessment accounts will be denied on basis of the account delinquency. Once the assessment account is in current status the design review committee will promptly review and act on the request.
2. The owner understands and agrees that no work in this request shall commence until written approval by the design review committee is received.
3. Once approved, construction must be completed within the approved construction time and must be done in a way that does not unreasonably interfere with neighboring properties.
4. Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction.
5. Construction must meet all zoning, building codes, and laws of the county; for further information regarding zoning, call Planning Controls and for construction specification (building permits). Further, nothing herein contained shall be constructed as a waiver or modification of any such code or law.
6. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Alabama Utility and is required to provide for your safety when putting up a fence, a new driveway, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, all AL line location center at 1-800-292-8525 (at least 48 hours before you dig and no earlier that 2.5 weeks). Please note there is a FINE if underground cables or conduits are severed.
7. Misrepresentation of any items in this request, either oral or written, may void any approval by this committee.

TYPE OF ADDITION:

- 1. Fence
- 2. House Addition
- 3. Patio Cover
- 4. Sunroom

- 5. Carport
- 6. Garage
- 7. Storage Room
- 8. Other (list or describe)

Proposed changes or additions:

- Attach copy of Plat with exact location of proposed change or addition, distance to property lines, etc.

- Enclose sketch with the following information: Style, dimensions, materials, color, and proposed construction time schedule. (Repainting must include color sample.)

- Include site and elevation.

- Verify that roof shingle is tied to existing roof.

- Describe visual impact from street.

- Attach any photos or related information.

I have read the design review committee guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

We the undersigned members of the Rich Field Homeowners Association Architectural Review Committee, do hereby confirm that we have reviewed the applicant's submitted application and plans, drawings or photos and that we hereby approve of the said application, finding such to be in accordance with the Protective Covenants of the Rich Field Subdivision. (A minimum of three signatures which include two Architectural Review Committee (ARC) board members and one representative from Partners Realty HOA Management company are required for approval.)

- Approved
- Approved as Noted
- Denied as submitted

ARC Member's Signature _____ Date _____

ARC Member's Signature _____ Date _____

Management Company Rep. _____ Date _____