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Architectural Alteration Application Checklist

In order to process your Architectural Alteration Application upon receipt, **ALL** documents must be included. If documents are missing, the application **WILL NOT** proceed to the board and will result in immediate denial. Please review the checklist below before submitting your Architectural Alteration Application to ensure that you have included all necessary documentation and your application can be processed without delay.

Check the box for each document included.

- Fully executed Architectural Alteration Application.
- Copy of Lot Survey.
The location and dimensions of the enclosure, fence, or other improvement you intend to construct have been marked.
- Vendor Estimate, you are welcome to white-out costs, the Board requires the estimate.
- Color or Material Samples (pictures of paint swatches, pavers, stone, etc...)
If the improvements are going to be painted, faced with stone, pavers or other materials.
- Picture, of the area of the home, where project is being requested.

The Architectural Review Board/Committee has 30 Days to review from the receipt of a completed application. If you are missing any of the above-mentioned documents, the 30 Days will commence once received and your application completed.

I confirm that all required documents/information have been included in the following application.

Signature

Date