

**BRYN MAR ARC
REQUEST FOR DESIGN APPROVAL**

PLEASE PRINT

Owner Name: _____ Date: _____

Property Address: _____

Mailing Address (if different): _____

Work Phone: _____ Home Phone: _____ Lot No.: _____

On the reverse side of this form, please describe the proposed changes or additions to your property. Include a copy of your property plat and indicate the exact location of the 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, materials, color of the proposed change or addition, and the proposed construction time schedule. Requests 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 the basis of the account delinquency. Once the assessment account is in a 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 972-539-6012 and for construction specifications (building permits) call 972-539-6013. Further, nothing herein contained shall be construed 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 TESS and is required to provide for your safety. "Putting up a fence, a new driveway, or just landscaping?" For location of underground telephone, cable TV, electric, gas, water and sewer lines, call TESS at 1-800-344-8377 (48 hours before you dig). 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.

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

Owner Signature: _____ Date: _____

*****Please submit completed form to: Bryn Mar HOA (address)*****