

# WOODLAKE HOMEOWNERS ASSOCIATION, INC.

## Architectural / Landscape Change Request Application Form

Homeowner(s): \_\_\_\_\_ Date submitted: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Submit one (1) copy of your application to the white drop box at the entrance to the Woodlake clubhouse on Lakeshore Drive. Applications submitted by 5:00pm on the Friday preceding a meeting will be reviewed at that meeting. Please refer to the checklist below to ensure you have included everything necessary for ARC review** (missing information is the single most common reason for requests being denied on initial submission). Please refer to the ARC frequently asked questions (FAQ) document available from the ARC page on the WHOA website for more information regarding the ARC review process and completing this form: <http://www.woodlakecommunity.org/Forms/ARC-FAQ.pdf>

**This form**, fully completed (2 pages).

**For house color and/or material (i.e., roof covering, applied siding, etc.) changes:**

**Manufacturer paint chips and/or color samples.**  
 For changes to siding, trim, shutter, and/or door color(s), specify colors for all four house elements regardless of whether or not any particular element is changing color, and provide paint chips for those elements that are changing color. Up to 3 color schemes may be submitted, of which all, some, or none may be approved.

**For all other applications:**

**Project drawings** showing plan (from above) and elevation (from each side) views of proposed structures, locations of proposed landscape alterations, and design style.

**Plat (plan view of lot)** showing the location of existing structures and landscaping, as well as the proposed changes. The proposed changes may be hand-drawn on the plat.

**Manufacturer paint chips and/or color samples** for all applicable elements, including, for example, paint, stain, roof covering, and/or applied siding.

Provide a complete description of the proposed project, including dimensions, materials, colors, and appearance in relationship to the rest of the house/yard. Attach as a separate page, if needed.

- If applicable, note similarities to other properties in Woodlake.
- For projects involving tree removal (from individual trees to major landscaping), provide the reason for the proposed change(s) and, if applicable, plans for replacement of removed vegetation or structures.

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Anticipated project start date: \_\_\_\_\_ Estimated time to completion: \_\_\_\_\_

ARC Committee Use	
Date Received:	Change Number:

**Applying Homeowner:** You are required to inform all abutting neighbors of the proposed changes, and in the case of single family homes, anyone who might reasonably view the changes from their home. *You must obtain all relevant neighbor signatures for this form to be complete and ready for review.*

**Neighbors:** By signing below, you are acknowledging that you have been informed of this proposal for an architectural/landscaping change by your neighbor. Your signature does not signify your approval or disapproval of the proposed project.

You may, if you wish, appear before the Architectural Review Committee to express your opinions about this project when it is reviewed by the committee. If you would like to be notified of when the committee will meet to review this proposed project, please provide a phone number or email address in the contact information box below.

Street Address	Neighboring Homeowner	Signature	Notify? (Y/N)	Contact Information

I have reviewed and understand the Protective Covenants as well as the Architectural Guidelines contained in the Woodlake Handbook as they pertain to my requested change(s). I hereby grant permission to representatives of the Association to enter upon my property for the purposes of reviewing the proposed changes requested herein, monitoring progress, and/or verifying completion. *I understand that:*

- *This project is not approved until I have been notified of the ARC review outcome by mail and/or email.*
- *If approved, it is my responsibility to obtain all necessary and applicable building permits and governmental (city, county, etc.) approvals before proceeding.*
- *If approved, I am responsible for determining and satisfying the requirements imposed by any easements and/or property line setbacks.*
- *If approved, I am responsible for ensuring the structural integrity of structures being constructed as part of this project.*
- *If approved, I am responsible for any damages caused to others during the completion of this project.*
- *If approved, I am responsible for completing this project in a timely manner and adhering to the changes proposed in this application and will not deviate from the proposal put forth in this application without prior approval from the ARC.*

\_\_\_\_\_

Homeowner Signature(s)

\_\_\_\_\_

Date

**Information from the Architectural Review Committee**

The architectural review committee generally meets twice per month. The current ARC meeting schedule is available on the ARC page at the WHOA website:

<http://www.woodlakecommunity.org/wljom/contacts/committees-a-groups/architectural-review.html>