

REQUEST FOR CHANGE(S)

LOT #: _____ DP STREET ADDRESS: _____ Date: _____

Construction Type: _____ New Construction _____ Existing Exterior Add-ons or Landscape Renovation

Owner: _____ Phone: _____
Address: _____ email address: _____

- A. There are basically two reasons why either the contractor or the homeowner will submit FORM "D".
 - 1. Minor (changes in material, colors, style, additional tree removal, etc.) or major (addition of porches, garages, construction renovations, etc.) changes to plans during new construction or
 - 2. Minor or major construction to an existing home after the new construction is finished.
- B. NEW CONSTRUCTION - Changes during new construction are a frequent happening. These will normally be submitted by the contractor. Typically these will be minor changes to already approved plans and can be submitted directly to the Architectural Review Committee. A full explanation must accompany the request.
- C. EXISTING HOMES - These changes are usually major. When major reviews are required the services of a Consulting architect is required and an additional design fee will apply. The same submission procedure applies except drawings and/or samples may be required as in new construction .

1. BRIEF DESCRIPTION: _____

2. DETAILS: (SUBMIT WITH DRAWINGS, SKETCHES OR SAMPLES AS NECESSARY)

SUBMITTED BY: _____ DATE: _____
SIGNATURE// _____

DATE RECEIVED AT MGT. OFFICE: _____ DATE SENT TO ARC: _____

RECEIPT AT ARC: _____ RECEIVED BY: _____