

Georgetown Community Services Association, Inc.

ARCHITECTURAL REVIEW BOARD (ARB)

Property Change Application

If you wish to make changes or improvements to your property, please complete this application and return it to the CSA Office for submission to the ARB for review. This form is also used for requesting a time extension for a current project or violation. The ARB meets the first and third Tuesdays of each month at the Southside Clubhouse at 7:30 p.m. Submissions received by noon on the Thursday prior to the ARB meeting will be placed on the agenda for review.

INSTRUCTIONS:

1. Prepare a detailed sketch of the proposed improvement.
2. Provide a site plan and indicate the location of the proposed improvement.
3. Attach a copy of a County-approved Building Permit for new construction, or a letter from the County stating that a permit is not required.
4. Include color chips or material samples if possible.
5. Complete the following: (Please Print)

Name: _____ Date: _____

Address: _____ Lot Number: _____

Phone Number: _____ Contractor's Phone Number: _____

NOTE: No construction may begin until plans are approved by the ARB. Review of these plans is to check for compliance with the ARB Guidelines and the Declaration of Covenants and Restrictions. While the ARB checks for the existence of a County Building Permit, approval of these plans by the ARB does not imply approval from any other local, county, state, or federal agencies or authorities.

Owner's Signature: _____

Request for:

- _____ Color Change (Submit original color scheme and proposed new colors)
- _____ Enclosing Garage
- _____ House Addition
- _____ Satellite Dish (Show all alternative locations on site plan)
- _____ Tree Removal (Show location and size of tree, include pictures and letter from arborist)
- _____ Utility Shed
- _____ Variance
- _____ Other

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ARB ACTION:

Approved: _____ Disapproved: _____ Date: _____

Signatures: 1. _____ 2. _____

3. _____ 4. _____

Comments: _____

Date Received: _____ Received by: _____