

Architectural Change Request

Please complete the following form when you are making changes to the exterior of your home or property. Submit your form to: The GVPOA Architectural Committee Chairman at "architecture@greenvalleypoa.com".

Description of the Project (use extra pages if needed)	
Identify the attachments such as Links, Pictures, Plat, etc.	
Owner/Member Name	
Street Address	
Home Phone	Mobile Phone
Email Address	Is it OK to "Text" your mobile phone? Y/N

ARC Review Meeting with Owner:

ATTENDEES	DATE	SIGNATURES
Owner/Member		
ARC Chairman or Member		

County Building Permit Required? YES/NO (circle). If YES, Permit _____

ARC Approval (Include separate explanation or requirement if any)

ARC MEMBER	DATE	SIGNATURES
ARC Chairman		
GVPOA President or designee		

ARC Project Complete Sign-Off

ARC/POA REPRESENTATIVES	DATE	SIGNATURES
ARC Chairman		
GVPOA President or designee		

Instructions

Please complete the Architectural Change Request form when you are making changes to the exterior of your home or property. Consult the Green Valley homeowner covenants under the rules and restrictions to see if your project meets guidelines at <http://www.greenvalleypoa.com>. Please provide a detailed description of the desired alterations or addition. If you have a blueprint, plat plan, pictures of proposal, or documentation to be included, please attach that as well.

Your project will be processed in 4 steps.

- 1) Log onto <http://www.greenvalleypoa.com> website and acquire the Architectural Change Request form or send a request for such form to "architecture@greenvalleypoa.com".
- 2) Complete the form with as much information as possible to describe your project.
- 3) Submit your request form with attachments via the "architecture@greenvalleypoa.com" or deliver it to the residing ARC Chairman.
- 4) The ARC Chairman will contact you to set up a project walk through on your property. This gives you the opportunity to describe the various components of the project thereby eliminating confusion.
- 5) Once you have your contractor(s) and final plans, you will be given an approval to proceed. This could happen during the walk through.
- 6) During the project, the ARC may stop by to note the progress of your project and to ensure that it is proceeding as proposed.
- 7) At the conclusion of the project, the ARC Chairman and one other GVPOA Committee member will review the finished project and either sign-off or identify and issues remaining.

Instructions