

ARCHITECTURAL REVIEW COMMITTEE (ARC)

Request Form - Brookhaven

NOTE: Prior approval from the ARC must be obtained before changes are made or construction started or changes may need to be restored or returned to original. Covenant fines may be charged if changes are commenced prior to obtaining ARC approval. See Covenants/ARC or contact management for more information.

STEPS TO SUBMIT PROPOSED CHANGES:

1. Review Covenants for specific information on your proposed change.
2. Email ARC or Management Company as needed for questions or specific guidelines on proposed change.
3. Contact City of Margaret office (629-5742 or 629-5748) for any required building & fence licenses, permits, etc.
4. Fill out this form; see page 3 for additional specifications needed. (This form must be included.)
5. Submit to ARC by mail, fax or email as shown below.
Phone: 205-877-9480 ext. 34
Email: arc@brookhavenofmargaret.com or shenson@nhmlc.org
Mail: 2700 Highway 280, Suite 425, Birmingham, AL 35223
6. Please allow one to two weeks for processing. Providing complete information as requested on forms will result in a quicker ARC review.

DATE SUBMITTED: _____

TYPE OF CHANGE BEING SUBMITTED: _____

OWNER NAME (only owner may submit): _____

BROOKHAVEN STREET ADDRESS: LOT#: _____

OWNER MAILING ADDRESS (if different :) _____

OWNER TELEPHONE: EMAIL: _____

INCLUDE THE FOLLOWING WITH ARC REQUEST (see also page 3 for more information):

_____ **EXTERIOR COLORS AND MATERIALS:** Include color chart or samples with manufacturer name and number.

_____ **FENCE:** Include copy of **survey with fence drawn** in dark line; indicate gates, materials, height, style, etc.

_____ **LANDSCAPING:** Include copy of survey, landscaping plans to scale with type and size of plants/trees.

_____ **BUILDING ADDITIONS, including porches, patio covers, etc.:** Include copy of survey, building plans to scale, elevations, dimensions and materials list.

_____ **OTHER items:** (see page 3, color, type, style, placement, etc.)

_____ **COMMENTS AND/OR ADDITIONAL INFORMATION:** *(attach additional pages if needed)*

THE SCOPE OF REVIEW BY THE COMMITTEE IS LIMITED TO APPEARANCE ONLY AND DOES NOT INCLUDE ANY RESPONSIBILITY OF AUTHORITY TO REVIEW FOR STRUCTURAL SOUNDNESS, COMPLIANCE WITH BUILDING CODES OR STANDARDS OR ANY OTHER SIMILAR OR DISSIMILAR FACTORS. ANY/ALL APPROVAL OF ABOVE REFERENCED PLANS, WHICH HAVE BEEN APPROVED BY THE ARC, SHALL TERMINATE AND BE RENDERED VOID IF CONSTRUCTION IS NOT BEGUN WITHIN SIX (6) MONTHS AFTER THE DATE OF ARC APPROVAL.

What is required for ALL Residential Architectural Reviews?

New Homes or Additions:

Two (2) copies of building plans, to scale, site plan, elevations, and landscaping plan. Exterior materials color chart of any/all supplies that are to be used. This includes brick, mortar, paint, stone, roofing, etc.

Fences:

Copy of survey with proposed fence indicated in a dark or dotted line, indicate gates, height, style and materials.

(Contact: City of Margaret for required licenses, permits, etc.)

Decks:

Copy of survey with proposed deck indicated: with dimensions, materials, colors, how roof will tie into home (if covered), back and side elevations. *(Note: contact City of Margaret if roof line will be affected.)*

Patios:

Copy of survey with proposed patio indicated: with dimensions, thickness of concrete, any change in side (not to extend beyond house sides) and how it will be finished.

Screened Porch / Patio Covers:

Copy of survey with proposed porch indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations. *(Note: contact City of Margaret if house roof line will be affected.)*

Sunrooms:

Copy of survey with proposed sunroom indicated; with dimensions, materials, colors, how roof will tie into home, back and side elevations, and detailed information on windows/doors to be installed. *(Note: contact City of Margaret if house roof line will be affected.)*

Landscaping:

Copy of landscaping plans to scale with the changes, type of plants/trees to be used and size of plant/tree. Example: 4-inch container 1-1½" caliper tree. Include copy of survey indicating area/areas to be planted, existing landscaping or any existing condition that pertains to proposed work.

Removal of trees:

Copy of the survey or detailed location showing the trees/trees to be removed and reason. Trees need to be marked.

Play sets, swings, trampolines, pergolas, awnings, storage buildings, landscape borders, etc.:

Copy of survey with the proposed location indicated. Include all details such as materials. Dimensions, styles, colors and if property is fenced. Picture (or emailed picture) of item would also be preferred.

Swimming or in-ground pools (if allowed per Covenants):

Copy of survey with pool indicated along with dimensions, any special features, pool location, equipment, existing/ proposed fence.

Paint/Stain requests:

Sample with manufacturer name / color number are required. Specify what is to be painted/stained. Ex: trim, shutters, etc..

Siding Replacements/Additions:

Sample, color, spec sheet and area where siding will be installed.

Retaining walls:

Copy of survey to scale with all indicated in a dark or bold line. Include details (type of materials, colors, dimensions, etc.).

Driveways/walkways:

Copy of survey to scale showing any changes/addition, with dimensions, thickness and how it will be finished.

Door or Window Installation/Replacement:

Picture or specs with location, dimensions, materials, and color of trim.

Lighting, Lawn or Home Ornaments, any changes to the house or property:

Picture with details, dimensions, colors, location, etc.

Other changes/items not listed above: Contact Board, ARC or Management Company for additional information.