

## Architectural Change Request Instructions

1. Complete the Architectural Change Application Form
2. Attach drawing, material examples and photographs to the application
3. Make a copy of your submission packet (submitted packets will not be returned to you)
4. Submit form through your Caliber portal online at [www.keithcollinsco.com](http://www.keithcollinsco.com) and click on "Caliber Portal".

If you have any questions about your portal access, please email [kadcock@keithcollinsco.com](mailto:kadcock@keithcollinsco.com)



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## APPLICATION AFFIDAVIT

1. I hereby agree to obtain all necessary building permits to comply with all applicable building codes and after approval will complete change and/or improvement within 6 months. New home construction must be completed in 18 months from approval.
2. I hereby agree to comply with all Association Declarations, By-Laws, and Rules and Regulations in respect to this architectural change and/or improvement, and that all changes and/or improvements shall be within my lot lines
3. I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed: that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part and that I may be required to pay all legal expenses incurred.
4. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. I hereby agree to indemnify and hold harmless the Association, its unit owners, Members of the Board, Employees and Managing Agent from all loss, damage, liability, judgments, court costs, attorney's fees, interest or any other costs, penalties arising out of this change or improvement
6. I hereby agree to permit the members of the Architectural Change Committee or Board of Directors access to my property for purposes of enforcement of this Application including, but not limited to, periodic and final inspections.
7. I hereby understand and agree that I am responsible for the future upkeep and maintenance of said change and/or improvement.
8. I hereby agree and understand that this Application shall be binding on all successors, devisees, heirs, assignees, and transferees of my property. I further agree to inform them of the terms and conditions contained in this Application

Applicant's Initials: \_\_\_\_\_

# Arbors of Wedgewood Architectural Change Request Application

Date Requested: \_\_\_\_\_  
Homeowner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Project Start Date: \_\_\_\_\_ Approx. Completion Date: \_\_\_\_\_

## Description of Proposed Exterior Change or Alteration

Please outline, in detail, all proposed improvements, alterations or changes to your lot/property. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the Committee in order to make a decision.

Please provide a site plan that will show your improvement in relation to the lot, home, and existing structures. A Google aerial map or GIS map from DeSoto County website is the best source and you can then draw in the location of your improvement. You may use the drafting page of this form to sketch additional details on landscaping, buildings, or alterations.

You may send hyperlinks to websites for product information and material descriptions in lieu of photos or detailed descriptions below and they will be considered as part of the application.

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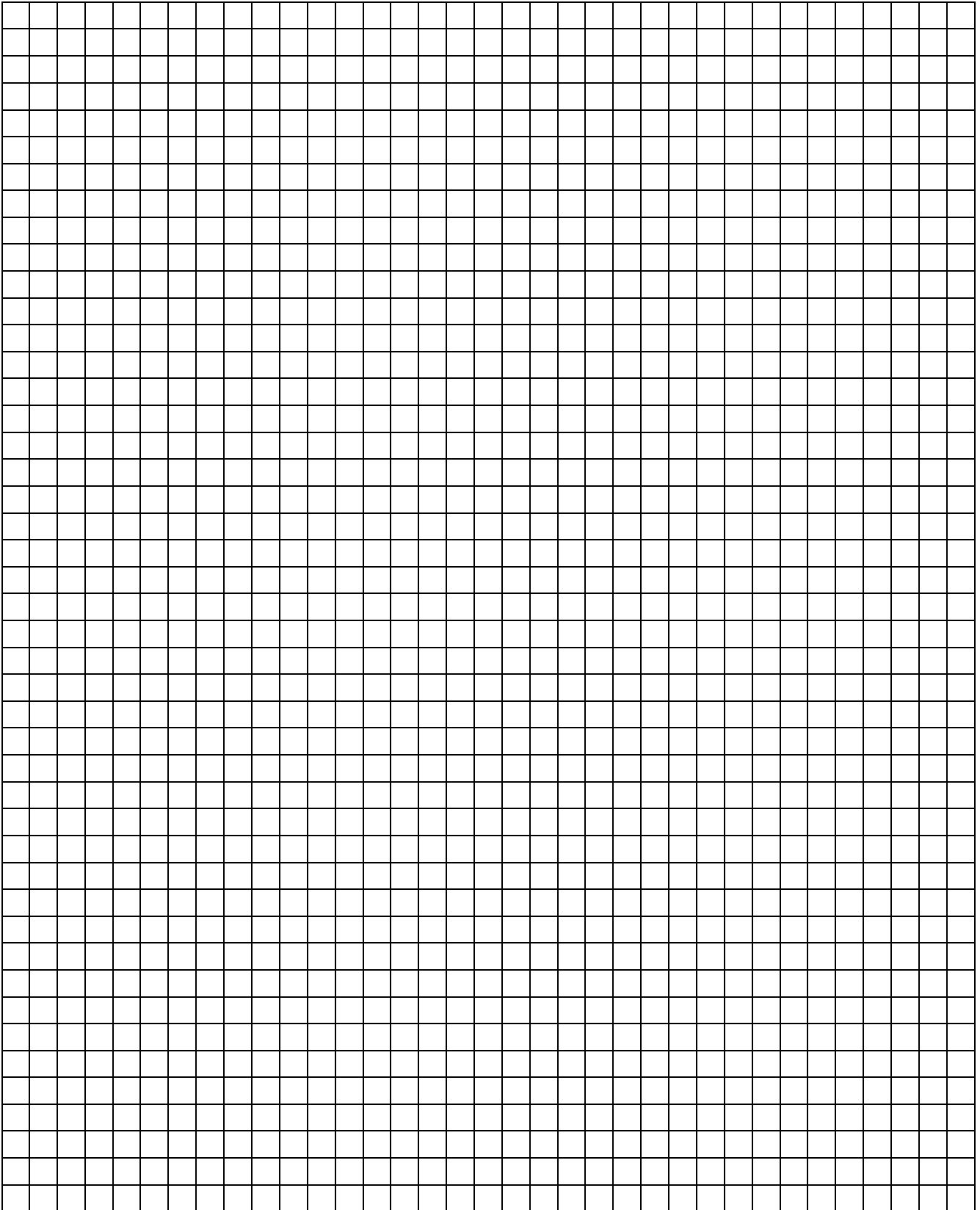
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## Attach the following items for review (required):

- \_\_\_ Proposal, photograph, brochure and/or drawing of the idea / change (be specific)
- \_\_\_ Site plan/plat with proposed changes drawn in (include dimensions)
- \_\_\_ Materials to be used (wood, vinyl, roofing etc.)

**PROJECT PLAN DRAWING:**

**SCALE: 1FT, 3FT, 5FT (Circle one)**



**NOTICE: Incomplete submissions will not be processed. All documents submitted become the property of the Homeowners Association and may not be returned (house prints will be returned). Please make copies before submitting.**

Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

I understand approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors I agree to make the changes under the terms and conditions specified in the letter of approval. I have communicated information to my contractor regarding the HOA rules affecting this project. All improvements must be on my property or property lines. If any portion of the Associations property or other homeowner is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original conditions(s).

**I will not start construction until I have received written approval.**

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For ARC use / comments – Please do not write in this space**

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Architectural Control Committee: \_\_\_\_\_

Architectural Control Committee: \_\_\_\_\_

Approval Date: \_\_\_\_\_