

ARCHITECTURAL REVIEW REQUEST FOR ALTERATION OR ADDITIONS



Only the homeowner listed on the title to the property may request architectural approvals.

Note: The ARC has thirty (30) days from the date this request is received to act on this request, **DO NOT START WORK WITHOUT A WRITTEN APPROVAL.** ADDITIONALLY, if the project is approved, the entire project must be completed within three (3) months from the date of the WRITTEN approval or the approval will be null and void, requiring you to resubmit another package for approval.

Date Submitted: _____ Owner's Name: _____ Email: _____

Property address: _____ Phone (Home/Cell): _____

Owner's Mailing Address: _____

What type of alteration/addition are you requesting?

Storage shed : _____ (Sheds can be no larger than 10 (L) x 12(W) x 8(H))

Screen enclosure: _____ Shutters: _____ Awning: _____ Entry Door: _____ Mailbox: _____ Satellite Dish: _____ Roof: _____

Fence: _____ (Requires a copy of your property plan with fence drawn on plan and if necessary a current survey as well as the requirement to have the fence installed with the smooth side facing out (towards the street).)

Other: _____ If other, please describe in detail: _____

You **MUST** provide the following information:

1. Complete description, including plans, of alterations or additions.
2. Type of materials to be used and sample of colors (paint chip of color required for paint requests).
3. Drawings, pictures, brochures, and/or building permit, if required.
4. Contractor Information (If Applicable): Contractors must provide the Association **with the documents of proof of licensing and insurance** prior to commencing work. Also, provide copies of City of Mobile building permits and final inspection reports. Please email to longleafgatescommunity@gmail.com or attach to this request.

Contractor's Name: _____

Phone number: _____ Address: _____

City: _____ State: _____ Zip Code: _____ License Number: _____

Contractor Signature: _____ Date: _____

If the listed requirements are not met, the following fines will be assessed and billed to you:

- \$50 for each day that a corrected/updated form and/or required documents are not submitted....
- \$50 for failure to complete/correct an incomplete document.

To be completed by the ARC

ARCHITECTURAL CONTROL COMMITTEE REVIEW

Note: This approval is for architectural review purpose only. This approval does not overrule any Federal, State or Local governing agencies regulations, permit requirements, etc., for the desired construction. It is the responsibility of the lot owner to obtain and comply with such.

Approved: _____ Denied: _____ Date of review: _____ Approved by: _____

Conditions of Approval: **Project must be entirely completed in 3 months from approval date.** Other conditions listed below.

Reason for Disapproval: _____

File Date: _____ Final Inspection Date: _____ Did improvement comply with approved ARC Request: YES / NO
if no, describe action taken: _____