

The Estates of Millbrook Homeowner's Association, Inc.
Architectural Review Committee Improvement/Alteration Application

PLEASE ALLOW AT LEAST 21 DAYS FOR ARC APPROVAL

PLANS MUST BE APPROVED PRIOR TO STARTING CONSTRUCTION.

Date submitted: _____

Lot #: _____ Lot address: _____

Owner/s: _____

Email: _____ Phone #: _____

If using a Private Contractor:

Name: _____ Address: _____

Email: _____ Phone #: _____

This form must be used to request improvements or alterations to the outside of your home/lot. Detailed plans and specifications with the type of material/s, color/s, sample/s and/or literature must be submitted along with a site plan. A site plan showing the location and dimensions of the proposed improvement or alteration. Your plat of survey showing your home on your lot is a good starting point for a site plan. Additional documentation maybe required depending on the scope of the improvement and may be attached to this form.

If required, a copy of the Kendall County building permit MUST be provided to the ARC once the application is approved by the HOA's Board of Director's and prior to any work beginning.

Please check all that apply:

Garage Shed Deck Landscaping *

Patio Fence Pool Other (list)

* Landscape plans for a newly constructed home MUST be drawn to scale on a site plan. A legend for plant placement and exact size must be included.

Comments:

I acknowledge that I have read, understand and agree to comply to all requirements as outlined in Estates of Millbrook Homeowner's Association Covenants, Conditions and Restrictions. (CCR's)

OWNER'S SIGNATURE (or builder if submitting): _____

Documents may be submitted in person or through electronic means such as e-mail. All photographs of materials or samples may be submitted electronically as **Joint Photographic Experts Group (jpeg) format**. All documents requiring signatures or hand written may be submitted electronically as **Portable Document File, (pdf) format**.

ARC Recommendation to BOD:

_____ Yes	_____ No:	_____
_____ Yes	_____ No:	_____
_____ Yes	_____ No:	_____