

ARCHITECTURAL REVIEW FORM

**Return to: Esquire Association Management,
LLC info@esqmanagement.com
3912 Abel Drive
Columbia, PA 17512
Fax: 717-824-4168**

Name: _____

Community: _____

Address: _____

Phone: _____ **Email:** _____

Nature of Request: _____

Description of Submission: In order to process and evaluate your request, the Committee must have copies of the following documents, as applicable to your request:

- 1) Site Plan
- 2) Architectural Drawings
- 3) Material and Color Selections
- 4) Responses to Prior Committee Comments/Questions
- 5) Lighting Plan
- 6) Landscape Plan
- 7) Additional Materials Requested by Committee

All applications must include the following (where applicable): permit(s), plot plan (or drawing of lot to scale), floor plan, exterior elevations, roof design, exterior materials, colors and finishes, landscaping plan, wall dimensions with side view, and all other items needed to reflect the character and dimensions of proposed modifications, or as required by the Architectural Standards. Submissions will not be considered until all necessary material/information has been submitted.

IMPORTANT DISCLOSURES AND DISCLAIMERS

THIS APPLICATION REQUIRES THE SIGNATURE OF THE UNIT OWNER. THE UNDERSIGNED ACKNOWLEDGES THAT IF ANY WORK HAS COMMENCED PRIOR TO THE APPROVAL OF THE REQUEST, HE/SHE WILL BE LIABLE FOR ALL COSTS NECESSARY TO BRING THE WORK INTO COMPLIANCE WITH THE COMMUNITY DOCUMENTS AND/OR ARCHITECTURAL STANDARDS. BY SIGNING THIS APPLICATION FORM, I, THE UNIT OWNER, GIVE AUTHORIZATION TO THE ARC COMMITTEE, EXECUTIVE BOARD AND/OR MANAGING AGENT TO ENTER THE UNIT FOR THE PURPOSE OF INSPECTING CONSTRUCTION/INSTALLATION OF THE PROPOSED IMPROVEMENTS FOR COMPLIANCE WITH ANY ARC APPROVAL GRANTED IN CONNECTION THEREWITH.

BY SIGNING THIS APPLICATION, I, THE UNIT OWNER HEREBY ACKNOWLEDGE AND AGREE AS FOLLOWS: EACH UNIT OWNER SHALL PROMPTLY COMPLY WITH ALL LAWS, STATUTES, ORDINANCES, RULES AND REGULATIONS OF FEDERAL, STATE AND/OR MUNICIPAL GOVERNMENTS OR AUTHORITIES APPLICABLE TO THE USE, OCCUPANCY, CONSTRUCTION, IMPROVEMENT, AND MAINTENANCE OF ANY UNIT, INCLUDING ANY IMPROVEMENTS OR FACILITIES ERECTED THEREUPON. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ALL IMPROVEMENTS CONSTRUCTED WITHIN OR UPON A UNIT BY A UNIT OWNER SHALL MEET ALL APPLICABLE LOCAL AND/OR COUNTY BUILDING CODES AND MUNICIPAL REQUIREMENTS INCLUDING, BUT NOT LIMITED TO ZONING REQUIREMENTS. THE OBLIGATION TO COMPLY WITH ALL GOVERNMENTAL REQUIREMENTS SHALL REST WITH THE UNIT OWNER AND NOT THE ARC, THE EXECUTIVE BOARD, ASSOCIATION OR MANAGING AGENT. THE ARC'S OR EXECUTIVE BOARD'S APPROVAL OF A UNIT OWNER'S PROPOSED IMPROVEMENTS SHALL NOT RELIEVE THE UNIT OWNER OF HIS OBLIGATION TO DESIGN AND CONSTRUCT THE PROPOSED IMPROVEMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF THE COMMUNITY DOCUMENTS, NOR SHALL SUCH APPROVAL CONSTITUTE NOR BE CONSTRUED AS CERTIFICATION BY THE ARC OR EXECUTIVE BOARD THAT THE PROPOSED IMPROVEMENTS MEET OR OTHERWISE COMPLY WITH ARCHITECTURAL, ENGINEERING, OR CONSTRUCTION INDUSTRY STANDARDS, OR APPLICABLE BUILDING CODES, LAWS, ORDINANCES, RULES, OR REGULATIONS OF ANY GOVERNMENTAL AUTHORITY OR ANY OTHER APPLICABLE AGENCY. NEITHER THE DECLARANT, THE ARC, THE EXECUTIVE BOARD, THE ASSOCIATION NOR THE MANAGING AGENT SHALL BE LIABLE FOR ANY DEFECTS IN ANY PLANS OR SPECIFICATIONS SUBMITTED, REVISED OR APPROVED IN

ACCORDANCE WITH THE COMMUNITY DOCUMENTS OR ANY DEFECTS IN CONSTRUCTION UNDERTAKEN IN ACCORDANCE WITH SUCH PLANS AND SPECIFICATIONS, AND THE UNIT OWNER UNDERTAKING THE CONSTRUCTION, RECONSTRUCTION, RENOVATION OR INSTALLATION OF ANY IMPROVEMENTS WITHIN THE COMMUNITY SHALL INDEMNIFY AND HOLD HARMLESS ALL OF THE FOREGOING FROM AND AGAINST ALL COSTS, EXPENSES, DAMAGES AND CLAIMS.

Intending to be legally bound, I hereby submit the included Architectural Review Form and agree to the terms and conditions set forth above:

Property Owner Signature:

Date:

For Committee/Management Use Only

OWNER: _____

ADDRESS: _____

PROJECT: _____

This application has been reviewed and the following action has been taken:

- Approved as submitted (contingent upon obtaining and submission of all necessary permits with the local jurisdiction).**
- Approved with changes (contingent upon obtaining and submission of all necessary permits with the local jurisdiction).**
- Request denied as presented.**

Committee/Management Comments:

Reviewed/Approved by: _____ **Date:** _____

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- **Upon receipt of an approval/denial, please retain a permanent copy for your records***