

ARC Application

Please complete and remit the application with all pertinent back-up material to your community association manager for board consideration **PRIOR** to any work being authorized or performed. Please note that any unauthorized work found to be non-conforming with the association's aesthetic policies and codes will require immediate repair at the cost of the owner. Incomplete applications will be returned without consideration and deemed rejected.

Community Name: _____

Date: _____

Homeowner Name: _____

(only the owner on record may apply)

Unit Address: _____

(physical address of the property)

Email Address: _____

Phone (Home or Cell): _____

Description of Proposed Improvement:

Hired Contractor: _____

(if applicable)

Phone: _____

Sketch or Visual Depiction of Proposed Alteration or Addition:

A sketch of all improvements is to be included in the box provided to show the location and dimension relative to the existing structure(s), and a visual depiction of the item to illustrate the aesthetic conformity to the association's rules.

The applicant shall provide all documents required as set forth within the association's governing documents or required by the Architectural Control Committee/Board of Directors as well as any permits required by the municipality, if applicable.

Cost/Value of Improvement: _____

J.U.L.I.E. DIG #: _____

**Make sure to contact J.U.L.I.E before you dig at
1- 800-892-0123 (It's a FREE Service)**

I/We submit this application pursuant to the Association's Governing Documents.

I/We acknowledge and agree that it is my/our responsibility to comply with all applicable County and/or Municipal requirements pertaining to the proposed improvement.

Initials

Initials

Applicant Signature

Date

For Internal Use Only:

Date Received: _____

By: _____

Date Approved: _____

By: _____

Reason for Denial (if applicable): _____

Please Fax, Email, or Mail Completed Application and Supporting Documents to:

Fax: 847-806-6154 | info@psimanagement.net | Property Specialists, Inc, 2155 Point Boulevard, Suite 210, Elgin, IL 60123