

BRIDGE MILL AT PROVIDENCE

Bridge Mill at Providence Condominium Association

HOMEOWNER REQUEST FORM FOR ARCHITECTURAL CHANGE

Please complete the information below:

NAME: _____

ADDRESS: _____

PHONE: _____ (h) _____ (m) _____ (w)

Description of proposed improvement(s)[Please include architectural drawing and/or pictures, site plan with improvement proposal highlighted, materials to be used, description, paint color chip, etc]:

Proposed start date: _____ Proposed completion date: _____

Notice: For your protection, inquire with the city and/or county about permit requirements before starting any work on your property involving new construction, alterations, modifications or additions.

(Please do not write below this line)

For office use only:

Date plan submitted: _____ Date plan reviewed: _____

Comments: _____

Approved: _____ Denied: _____ Approved with stipulations: _____

Architectural Review Committee, Chair

Date

APPROVAL OF ANY STRUCTURE BY THE BOARD IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE HAS BEEN BUILT IN ACCORDANCE WITH ANY GOVERNMENTAL RULE OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICES OR DESIGN.

REQUEST FORM FOR ARCHITECTURAL CHANGE INSTRUCTIONS

GHERTNER & COMPANY • 50 VANTAGE WAY, SUITE 100 • NASHVILLE, TN 37228
WWW.GHERTNER.COM • 615-277-0358

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The goal of the Architectural Review Committee is to preserve and protect the property values of every homeowner. The committee is composed of the developers, and/or volunteer homeowners from your neighborhood. They would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of your Association by completing the attached application. Please contact your Community Association Manager with questions.

These instructions are included to assist you in completing the attached application. The ARC reviews each application, as needed, so it is very important that they have all the required information with regard to your project, when they meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing work yourself, please reflect that on the supplier/contractor line. Construction materials should always be consistent with the existing structure on your property. Please reference the type, color, size, etc. when describing the materials.

When requesting approval for a fence, please refer to the guidelines in the Deed of Restrictions concerning fences before you file your application. If you cannot find your copy, one can be obtained from your Community Association Manager. Reference the property lines with regard to fences.

Drawings are required for all projects. A drawing template has been included in the attachment to help you describe your project. Photographs, hand written descriptions, pages from catalogs, etc. are always welcome to assist the ARC understand your project.

Once you have completed the application and attached your drawing, please forward it to Ghertner & Company. You may download forms, fax them, or mail them to your Community Manager Association at Ghertner & Company. After receiving your application, the ARC will review your application within thirty days. Once the committee has reviewed your project, you will be sent an approval or disapproval in writing within a few days.

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SKETCH FORM

HOMEOWNER REQUEST FORM FOR ARCHITECTURAL CHANGE

SKETCH OUTLINE OF PROPOSED IMPROVEMENT BELOW

(include location of lot lines, house, driveway, patio/deck and proposed improvement)