

**STONEYBROOK VILLAGE OWNERS ASSOCIATION**  
**Architectural Review Committee**

**Request for Change Form**

In accordance with the Association's CC&R's and the current ARC Procedures, Standards and Guidelines, I hereby apply for written approval to make the following changes, improvements, or alterations to my property.

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Description of Change:

Have you discussed change/s with contiguous owners? Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed start date: Upon Approval \_\_\_\_\_ Completion date: \_\_\_\_\_

Include or attach copies of all information required to evaluate and understand this request. This should include drawings, plats, dimensions, materials, finish colors, existing structures and boundaries as applicable to your request. Place request, along with supporting material, in the "ARC Mailbox" **located to the left of the front door next to the SVOA box in the clubhouse.**

ARC meetings are on the 1<sup>st</sup> Tuesday of each month at 10:00 AM and are open for individual discussions or assistance in preparing or submitting a request.

Allow a maximum of 30 days for processing.

I have read the Compliance Statement of Understanding and Responsibilities on page 2 of this request as well as the current ARC Guidelines (available at the SVOA website) regarding this request.

Signature of Owner:

**STONEYBROOK VILLAGE OWNERS ASSOCIATION**

**Architectural Review Committee**

**Compliance Statement of Understanding and Responsibilities**

This approval is for design and compliance with the rules, regulations and guidelines of the Stoneybrook Village Association. It is not an approval of the structural integrity or compliance to any governing codes of agencies. It is the owner's responsibility to assure structural soundness, non-interference with property drainage, and compliance with all governing codes and agencies. The owner shall obtain all required approvals and permits prior to the start of construction.

In addition to all costs incurred by the Owner in completing this project, the Owner shall be responsible for any costs incurred by the Association as a result of the work performed on this project, including but not limited to additional expense incurred to obtain and/or record legal documents, conduct required inspections, and to perform maintenance required by the rules of the Association or any governmental agency.

The Owner shall be responsible for all damage to property, injury to persons, and loss, expense, and inconvenience that may be caused by, or result from, the work performed on this project, and from any act, omission, or neglect of the Owner and its contractors and agents.

The Owner shall indemnify, defend (with counsel approved by Association), and hold harmless the Association and its officers, directors, agents, and members from and against all liabilities, damages, losses, claims, expenses (including reasonable attorney fees), demands and actions of any nature whatsoever which arise out of, result from, or are related to (a) any damage, injury, loss, expense, or inconvenience resulting from work done on this project, (b) any accident or occurrence which happens or is alleged to have happened at the project site, (c) any lien filed upon the project or bond claim in connection with the work (whether the lien is filed against the Owner or the Association).

**Architectural Review Committee Action:**

Date Received:

Additional Information requested: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

Request approved by ARC on: \_\_\_\_\_

Request disapproved by ARC on: \_\_\_\_\_ Reason: \_\_\_\_\_

Signature of ARC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: A Project Completion Form ( ) is ( ) is not required upon completion of your project.  
Place the completed form in the ARC Mailbox.

Additional action to be taken by owner, if any: \_\_\_\_\_

ARC Completion signature: \_\_\_\_\_

**STONEYBROOK VILLAGE OWNERS ASSOCIATION**  
**Architectural Review Committee**

**Review Committee**  
**Project Completion Form**

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

ARC Request Form for this work was dated

The work has been completed.

Signature of Owner: \_\_\_\_\_

**Retain this form until your project is completed.**  
**Upon completion, fill out the form, sign it, and**  
**deposit it in the ARC Mailbox in the Clubhouse.**