

# Architectural Review Request Form

Villages of Leacroft Homeowner's Association, Inc.

Submit your completed request and a check for a \$45 application fee, payable to "Villages of Leacroft" to: Villages of Leacroft, ARC Form & Fee, C/O FirstService Residential, 5970 Fairview Road, Suite 710, Charlotte, NC 28210. You may also email the application and attachments to: [residentsupport.nc@fsresidential.com](mailto:residentsupport.nc@fsresidential.com), then make your application payment online through the [Resident Account Portal](#).

## Contact Information

Last Name	First Name	Date
Phone (Primary)	E-mail Address	
Mailing Address		
City	State	Zip Code
Property Address (If different than above)		

## Architectural Review Request Information

Type of Request	Details
<input type="checkbox"/> Addition <input type="checkbox"/> Exterior Painting of <input type="checkbox"/> Siding <input type="checkbox"/> Trim <input type="checkbox"/> Shutters/Door <input type="checkbox"/> Fence <input type="checkbox"/> Garage/Carport/Driveway <input type="checkbox"/> Lighting <input type="checkbox"/> Mailbox (Standard Only) <input type="checkbox"/> Major Landscaping <input type="checkbox"/> Pool <input type="checkbox"/> Porch/Deck/Patio <input type="checkbox"/> Roof/Shingles <input type="checkbox"/> Shed/Utility Building <input type="checkbox"/> Siding <input type="checkbox"/> Other _____	<b>Location</b> <input type="checkbox"/> Back Yard <input type="checkbox"/> Front Yard <input type="checkbox"/> Side Yard(s)  <b>Nature of Change</b> <input type="checkbox"/> Replacing with original <input type="checkbox"/> Changing existing <input type="checkbox"/> Completely new

## Additional Information

<b>Have you received a violation letter related to this request?</b> Yes No	<b>Contractor Name/Phone</b> <input type="checkbox"/> Self <input type="checkbox"/> N/A
<b>Estimated Start Date</b>	<b>Estimated Completion Date</b>
<b>Detailed Description</b>	

### Required Attachments

The numbers in parenthesis correspond to the types of request shown below. (Example: For a Fence request, you need to provide a property survey, proposed plan, and color sample).  
Failure to provide the appropriate attachments may result in ARC Request denial.

	Yes	N/A
Property Survey (Draw in location of change) (1, 3, 4, 7, 8, 9, 11)	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit Approval (1, 4, 8)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Plan/Drawing/Picture (1, 3, 4, 5, 6, 7, 8, 9, 11)	<input type="checkbox"/>	<input type="checkbox"/>
Material/Color Sample (1, 2, 3, 4, 6, 8, 9, 10, 11, 12)	<input type="checkbox"/>	<input type="checkbox"/>
Contractor's Estimate (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of HOA Violation Letter (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup>Addition, <sup>2</sup>Exterior Painting, <sup>3</sup>Fence, <sup>4</sup>Garage/Carport/Driveway, <sup>5</sup>Lighting, <sup>6</sup>Mailbox, <sup>7</sup>Major Landscaping, <sup>8</sup>Pool, <sup>9</sup>Porch/Deck/Patio, <sup>10</sup>Roof/Shingles, <sup>11</sup>Shed/Utility Building, <sup>12</sup>Siding

### ARC Office Use Only

<b>Date Received</b>	<b>Date of Status Review</b>
<b>Status</b> <input type="checkbox"/> Accepted <input type="checkbox"/> Denied <input type="checkbox"/> Request for more information <input type="checkbox"/> Sent to HOA Board for Exception due to special circumstances	
<b>Reason/Notes</b>	
<b>Restrictions</b>	
<b>Initialed By</b>  ARC Chair _____                      ARC Member _____ ARC Member _____                      ARC Member _____	