



Village of Raintree
Architectural Review Committee (ARC)
Project/Change Approval Request Form

ARC Permit Number: _____

Date Received: _____

Date Approved: _____

HOA: _____ Sub-Association: _____

Homeowner Name(s): _____

Address of Project: _____

Contact Information: (phone and e-mail) _____

Estimated cost of project: _____ Plans, Drawings, Photos, Samples Submitted? **YES / NO**

Mecklenburg County Building Permit(s) Required and Copy Attached? **YES / NO** (see www.charmeck.org)

Each homeowners association or sub-association/committee within the Village of Raintree has DIFFERENT Covenants, Conditions & Restrictions and bylaws. Copies of your HOA CC&RS are available on the VOR website www.villageofraintree.com along with Board and ARC contact information. A separate ARC submission guideline may also be available for your specific area. ARC's usually meet monthly, so be aware of meeting dates and allow sufficient time for adequate review. **DO NOT START ANY WORK UNTIL APPROVED.** Unapproved work may be subject to HOA Board actions including fines and liens. The VOR office cannot make decisions, but can guide you to the right contacts. VOR Office: 8900 Raintree Lane, Charlotte, NC 28277 Phone (704) 846-2797

Description of Proposed Project/Changes: (you may write on back or attach additional pages)

I acknowledge the content of this document accurately describes the scope of work to be done and any deviation from original plans that have been approved must be re-submitted. All construction shall be completed within 12 months and debris shall be promptly removed. Approvals are valid for 12 months.

Homeowner Signature: _____ Date: _____

Date Received _____ Date 1st Approved _____ Date(s) Revised _____

Approved **Denied** Additional information required _____

REVIEW COMMITTEE'S COMMENTS :

ARC CHAIRPERSON SIGNATURE: _____

DATE: _____