



Architectural Review Board Change Request Form

WHEREAS, on 31 July 2020, the Board of Directors of Stone Creek Property Owner’s Association, Inc. (“POA”) passed a resolution appointing an Architectural Review Board (“ARB”) as required by the By-Laws and having been transferred architectural review and approval controls from the Developer.

The ARB exists to help ensure consistent application of design criteria and requirements included in the Covenants, Conditions, and Restrictions (“CC&Rs”), drafted with the intent of maintaining community aesthetics and thus supporting property values for all. All proposed exterior changes to homes and landscaping must be approved by this committee prior to starting work. These CC&Rs may be found here: <https://www.stonecreekfairhopeal.com/p/Covenants--Restrictions>. Particularly, under CC&R Phase 1, Article VI.

Examples requiring approval include, but are not limited to: changes to exterior house colors, shutters, new roof, addition of living or garage / storage space, pools, patios, fences, installation of solar panels, radio towers, visible satellite dishes or electrical / mechanical equipment and cables, tree removal, or significant changes to the landscaping in your yard.

Please complete this form in its entirety so that your request may be duly considered. **Submit all information to:** arb@stonecreekfairhopeal.com

Property Owner Name			
Request Date		Lot Number	
Address			
Email Address			
Phone Number			
Est. Start Date		Est. Completion Date	

Project Description:

Contractor(s) Involved:

List contractor(s) company, address, contact name, email, and phone number.

Attach separate documents as needed for projects:

Site plan drawing(s): Site plans must show intended modification to lot and dwelling. Setback distances from the side and back of the property lines and must be in compliance with ARB standards and applicable city code. Show proposed kind and location of trees / plants / boulders in yard. Include explanation for any desired tree removal (approval required). Depict where electrical / mechanical cables & equipment will be installed. Outline proposed fence lines and materials, etc. Photos of architectural elements and materials are helpful.

Property Owner must initial in each of the brackets below indicating they have read, understand, and agree to the following:

- [] No work is to begin until written approval is received from the ARB.
- [] All requests must include site plan and drawings showing relevant information such that the ARB may fully consider the request. Simple sketches or photos may suffice depending on complexity of request. Additional documentation may be requested if your submission is incomplete, delaying a response.
- [] All exterior colors, materials, finishes, roofing, must be identified by manufacturer and color name / material description. Color samples must be supplied physically (not only email photo). In some cases, samples of materials may be needed to fully consider the request.
- [] Most requests take approximately 14 days to review and could be longer if all needed information is not available. Note the CC&Rs state the ARB must respond within 60 days. Please plan accordingly.
- [] Property owners are responsible for contacting the City of Fairhope, Baldwin County, local utilities, and other appropriate agencies for permits, setback requirements, surveys, inspections, and other such items. Approval by the ARB is *not* a guarantee or representation of proper design, good workmanship, or compliance with local regulations.

HOMEOWNER’S REQUEST & ACKNOWLEDGEMENT

I request the information submitted here be reviewed by the Stone Creek POA ARB for approval. By my signature below, I acknowledge and attest I am the Property Owner of record for the property named above, and I attest the information is true, correct, and complete.

I understand the CC&Rs for Stone Creek POA require prior approval for landscaping, building, renovation, and additional work on the property. Further, I understand if any substantive information submitted for approval is found to have been withheld or misrepresented, the ARB may revoke, amend, or set aside any prior approval made. In such case, as Property Owner, I may be liable for other costs and CC&R violations pertaining to the fault and any work necessary to correct a deficiency.

Name _____

Signature _____

FOR ARB INTERNAL USE ONLY

Select One:

Approved Conditional Approval NOT Approved

Comments and/or list terms of Conditional Approval:

ARB SIGNATURES

Name:

Signature & Date:
