

Alton Park
AT NEW RIVERSIDE

ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Completed submission packages should be submitted to the CCAM office. Allow at least thirty (30) days for review. No work should commence without written approval from the Alston Park ARC.

OWNER INFORMATION:

Owners Name: _____ Street Address: _____

Type of Modification: _____ Date: _____

Home/Cell Phone: _____ Work Phone: _____

Lot Size (Please check one): Full Size: _____ Patio Lot: _____

Signature: _____ Date: _____

ARCHITECT INFORMATION

Architect/Designer Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

BRIEF DESCRIPTION OF PROJECT

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TYPE OF CONSTRUCTION (Indicate with an "X")	
New	
Spec	
Addition (Please explain in detail)	
Alteration (Please explain in detail)	

FINAL CHECKLIST

- ☐ A check made payable to the Alston Park Homeowner's Association, Inc. for \$100. After final acceptance of the completed modification, \$75 will be returned.
- ☐ A site plan of the lot and home showing the modification with dimensions. (A site plan was included in your closing documents.
- ☐ If it is a modification to the existing home, submit a detailed set of to scale plans showing the plan view and all modifications along with colors and materials to be used on the exterior.
- ☐ If the modification is landscaping, submit a detailed set of plans along with a plant list with quantities and sizes of the plantings.
- ☐ If you are planning to install a fence, please see the list of pre-approved fence drawings included in the Design Guidelines. (We strongly recommend that the fence be held 12" inside the actual property line.)
- ☐ For play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. (Homemade structures will not be approved.)

FOR OFFICE USE ONLY:

- ☐ Approved as submitted.
- ☐ Approved with corrections noted below.
- ☐ Declined for reasons noted below.
