



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: _____
Form Rev August 19, 2014