



Date Received _____

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

Homeowner Name(s) _____

Address of Project _____

Contact Information: Phone _____

Email _____

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

Mecklenburg County Building Permit(s) Required and 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 our 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 Architectural Review Committee reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately.*** The VOR office cannot make decision, but can guide you to the right contacts.
VOR office: 8900 Raintree Lane, Charlotte, NC 28277. Phone 704-733-9250

Type of Modification

- ☐ Addition ☐ Fence ☐ Exterior Paint Color Change ☐ Exterior siding change ☐ Deck/Patio ☐ Roof
☐ Window Replacement ☐ Porch ☐ Playground Equipment ☐ Pool ☐ Other: _____

Important: Please attach a detailed description of improvements/modifications including the following information, if applicable:

- | | |
|--|---|
| 1. Location | 7. Plans/Drawings |
| 2. Size | 8. Roof Design |
| 3. Color (include paint samples) | 9. Exterior Finish |
| 4. Contractor | 10. Dimensions |
| 5. Material | 11. Utilities |
| 6. Copy of property survey,
with proposed changes/additions shown | 12. Types of plants, quantities, addition or
removal of existing or new planting bed, edge
treatment. |

***Do not forget to include current picture of home.**

Estimated start date: _____ Estimated completion date: _____

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 for approval.

All construction shall be completed within 12 months and debris shall be promptly removed. Approvals are valid for 12 months.

(Signature Applicant)

(Date MM/DD/YY)

Design Approval

- ☐ Yes ☐ Conditional Approval ☐ No

Approved by: _____ Date: _____

Remarks / Special Comments: _____