

CENTRA FALLS WEST HOMEOWNERS ASSOCIATION, INC.

Architectural Review Committee (ARC) Request Form



Owner Name(s): _____	Unit No.: _____
Property Address: _____	Phone: _____
Email: _____	

Proposed Modification

Briefly describe the proposed change. Attach photos, sketches, survey markings, product details, colors, permits, or other supporting documents as needed.

Project Description:

Attachments Checklist

- ☐ Photos, drawings, plans, survey markings, or layout showing the proposed work
- ☐ Product specifications, materials, colors, samples, or manufacturer information
- ☐ Governmental permits or approvals, if required
- ☐ Other information requested by the Association or ARC

Owner Acknowledgment

By signing below, the Owner acknowledges that written ARC approval is required before work begins; approval does not replace required permits or governmental approvals; the Owner is responsible for completion, maintenance, compliance, and any damage caused by the work; and the Owner agrees to hold the Association, Board, ARC, and their representatives harmless from claims or costs related to the modification.

Owner Signature: _____	Date: _____
-------------------------------	--------------------

ARC Committee Use Only

Date Received: _____

ARC Committee Decision: ☐

Approved ☐ Approved w/

Conditions ☐ Denied ☐ Incomplete

Conditions / Reason for Denial / Notes:

ARC Committee Approval / Denial Certification: The ARC Committee has reviewed this request and recorded the decision above. At least one ARC Committee representative signature is required for the decision to be valid.

**Required ARC Committee Representative
Signature:** _____

Date: _____

Optional Second ARC Committee Signature:

Date: _____

Processing

A written decision will be issued within thirty (30) days after receipt of a complete application package, unless a different timeline is required by the governing documents or applicable law.