



Request for Architectural Review Committee Approval to Modify Property in _____ Village

General	<p>Please complete (print) all items and checklist, read all conditions, sign, & submit to Village Association (which will forward to Olympia). Homeowners must place a check next to items they have provided, below and submit with the ARC Form. The ARC generally meets every other Thursday at 3:00 PM (check bulletin for schedule). All completed applications including all enclosures like insurance certificates, plans, removal agreement, and deposit funds must be submitted by 3:00PM, 2 business days before the ARC Meeting. This lead time helps in accurate application processing.</p>	
Applicant	<p>Applicant Name(s): _____ (“Applicant”)</p> <p>Lot Address: _____ (“Property”) Model Type: _____</p> <p>E-Mail: _____ Phone: _____</p> <p>I request approval for the change to my Property (“Change”) described below and on the attached, supporting documentation:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
All Projects	<p><input type="checkbox"/> ARC Form <input type="checkbox"/> Certificate of Insurance and Liability of Vendor</p> <p><input type="checkbox"/> Complete set of plans and specifications prepared by an architect, landscaper, engineer, painter, or other qualified professional, showing the Change’s nature, kind, shape, height, materials, color scheme, and other relevant details.</p>	
Common Projects Checklists	<p><input type="checkbox"/> DRIVEWAY / PATIO EXTENSIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lot Survey with Project Drawing <input type="checkbox"/> New Pavers must match existing pavers <input type="checkbox"/> May not remove or relocate swale tree <input type="checkbox"/> Driveway extensions must not exceed 12’ <input type="checkbox"/> Driveway extensions must be within building line <p><input type="checkbox"/> FENCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lot Survey with Project Drawing. <input type="checkbox"/> Fence description (material, color, height) (Must be Olympia approved fence style and color). <input type="checkbox"/> Gate locations: <ul style="list-style-type: none"> <input type="checkbox"/> Side gates must be installed. <input type="checkbox"/> Rear gate must be installed unless rear fence abuts & adj. to another rear fence. <input type="checkbox"/> Notarized Olympia Removal Agreement (all owners on deed must sign). <p><input type="checkbox"/> ROOF REPAIR OR REPLACEMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$500 Check (Deposit). <p><input type="checkbox"/> ENERGY COLLECTION DEVICES (SOLAR, ETC.), ELECTRIC VEHICLE CHARGING, NATURAL GAS EQUIP.</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$500 Check (Deposit). 	<p><input type="checkbox"/> PAINT</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC Form Color scheme must be followed. Each part of the house must be painted with the color assigned to that specific part. <ul style="list-style-type: none"> ⇒ No swapping. For newer color options (300’s), body color #2 to be used only if applicable. ⇒ Body colors #1 and #2 cannot be swapped to paint the entire body of the house. <input type="checkbox"/> Must submit color photos of: <ul style="list-style-type: none"> <input type="checkbox"/> house to be painted. <input type="checkbox"/> adjacent houses. <input type="checkbox"/> house(s) directly across street. <p><input type="checkbox"/> SCREEN ENCLOSURES, POOLS / SPAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lot Survey with Project Drawing. <input type="checkbox"/> \$500 Check (Deposit). <p><input type="checkbox"/> MAJOR LANDSCAPING</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$500 Check (Deposit). <p><input type="checkbox"/> GARAGE DOORS / FRONT DOORS / SHUTTERS FAUX-WOOD PAINT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sample color chip/photo of proposed grain finish. <input type="checkbox"/> \$500 Check (Deposit).

Reminders	<ul style="list-style-type: none"> • The above is a summary of required items for information purposes only. Consult your Villages’ and Olympia’s ARC Guidelines for information required before submitting. • Complete applications must be submitted first to your Village; which, if approved, will forward to Olympia for final decision. • No project or work may begin before the Village’s and Olympia’s written approval. Submission of the required documents does not guarantee the project will be approved. <ul style="list-style-type: none"> • ARC may require extra information to consider your request. • Homeowner should check with the Village of Wellington to see if a permit is required. Olympia’s approval does not imply VoW will approve. • Homeowner is responsible for all required changes arising from misleading or inaccurate information submitted or information omitted, including being required to restore the Property to the previous state (before the project began).
Conditions Precedent and Agreements by Applicant	<ol style="list-style-type: none"> 1. I have no unsatisfied monetary (incl. assessments, fines, late fees, interest, collection costs, or atty. fees) or non-monetary (uncured violations) obligations owed to Olympia or my Village (unless this Request is for curing such violations). 2. Attached is a completed Checklist of Important Documents and Notes for Common Projects. 3. I consulted my Village and Olympia architectural review guidelines about restrictions, conditions, and procedures, and understand to be complete, this Request must be completed, signed, include the Survey and Plans, and be accompanied by the Damage Deposit (if applicable). This Request violates neither the Village nor Olympia architectural review guidelines. 4. I, with my heirs, assigns, successors, and successors in title, as it relates to the Change or any claims, causes of action, expenses (incl. attorney’s fees) (“Claims”) made in connection with, because of, or arising from any part of the Change, incl. when the Change or part of it has been approved, (a) assume sole responsibility for (i) repair, maintenance, and replacement of any Change, and (ii) damage to or interference with Village or Olympia Common Areas, including roads, sidewalks, landscaping, & underground facilities, other Lots, and (iii) the Property, and (b) will indemnify, defend, and hold harmless the Village, Olympia, and their respective managers, management companies, officers, directors, committee members, and agents from and against any such Claims. 5. Any approval constitutes (1) neither the Village’s or Olympia’s waiver of their rights under the Village and Olympia Declarations, any easements or other interest in the Village or Olympia Common Areas, nor (2) any warranty or representation by the Village or Olympia about the Change’s structural integrity, suitability for intended purpose, building code conformance, or building official’s approval. 6. Review or approval may take 30 days or longer depending on committee/board meeting schedules and investigations the Village or Olympia may undertake (but neither association must do so). Approval, if granted, is intended solely to maintain harmonious visual aesthetics with acceptable improvements within the Village & Olympia. No work may begin until Olympia returns this Request signed and approved, and any required Wellington permits have been issued, and I will instruct my contractors accordingly. 7. I will notify my Village property manager & Olympia (Clubhouse@OlympiaPB.org) in writing upon completion of the Changes.
Owner	<p>I have read the above Checklists, Reminders, and Conditions Precedent and Agreements, and certify all information contained on and submitted with this Request is accurate and agreed to, and all the proper items have been submitted:</p> <p>Applicant Signature: (all Property Owners): _____</p>



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Deposit	<i>(If Damage Deposit required per Checklist or ARC):</i> If there is any damage to Olympia in connection with this Request incl. attorney's fees, Olympia, in its sole discretion, will apply any Damage Deposit to damages and (1) refund any excess or (2) individually assess the Applicant and related Dwelling Lot for damages/restoration over the Damage Deposit.		
	Check No.: _____	Amount: \$500.00 or \$_____	Received (date): _____. (by): _____

Village ARC	Received: _____	_____ Approved. I have verified all appropriate items have been submitted per the above checklist. Below are listed any conditions or restrictions. _____ Disapproved. The application is denied in full. The specific rule(s)/covenant(s) relied upon for denial is(are) listed below. _____ Partially Approved. The specific part(s) of the application approved and part(s) denied is(are) listed below together with the specific rule/covenant relied upon for denial(s).
	_____ _____ _____ _____	
	Village Name: _____ Signature: _____ Date: _____	

Olympia ARC	Received: _____	_____ Approved. I have verified all appropriate items have been submitted per the above checklist. Below are listed any conditions or restrictions. _____ Disapproved. The application is denied in full. The specific rule(s)/covenant(s) relied upon for denial is(are) listed below. _____ Partially Approved. The specific part(s) of the application approved and part(s) denied is(are) listed below together with the specific rule/covenant relied upon for denial(s).
	_____ _____ _____ _____	
	Olympia Signature: _____ Date: _____	