

# Pepitone Properties Corp.

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The fee for a completion of our Architectural Review Committee (ARC) form is payable to Pepitone Properties Corp per the current fees charged, \$295 (additional charges may apply if items need to be copied or delivered to committee) and mailed to us at the address above.

I/we accept on behalf of our firm to authorize payment for the completion of your form per the above and agree to full payment within 15 days, whether the review is approved or not, by acknowledgement of our signature below. The undersigned parties will fully cooperate if adjustments for clerical errors on any or all documents is necessary and will sign such additional documents as are necessary to correct such errors; Please mail, e mail or fax back to us, upon receipt of the signed ARC form, along with the below necessary documents. We will then schedule an ARC meeting to review your request. We prefer you to have a representative at the meeting to answer any questions. The necessary items should be e mailed to us in PDF form so we can forward them to the Architectural Review Committee, otherwise, we would need three (3) complete hardcopies.

If at the time of issuance of the building permit, or at any time, there are any changes to the plans, rendering, or site plan, the owner must notify the board of the changes and the ARC does reserve the right to hold another meeting to discuss and review the changes.

\_\_\_\_\_ on behalf of \_\_\_\_\_

Agent/Representative	Title	Company
<b>Date</b>	_____	_____
<b>Association</b>	_____	_____
<b>Unit/Address</b>	_____	_____
<b>Owner</b>	_____	_____
<b>Telephone (+extension)</b>	_____	_____
<b>Fax or E Mail of Agent/Representative</b>	_____	_____
<b>Proposed Items for Review</b>	_____	_____

**PLANS AND SPECIFICATIONS NEEDED FOR ARC:** Site plan, plot layout of property, survey, full set of construction plans, all exterior elevations, and any other information that you find relevant to the ARC's decision. Materials and colors, signs and landscaping, traffic engineering, number and size layout of parking spaces, grading, easements, and utilities, proposed building use and number of employees, and such other information as may be requested by the ARC have been submitted in writing with the signature of the Owner of the building site or the Owner's authorized agent. The ARC may require submission of samples of building materials and colors proposed for use within the property as reasonably necessary for ARC evaluation in accordance with any required city and county approvals or approvals of other governing bodies. The Arc will also need to know the GC, Developer and management firm names, property is for sale or a rental development and how will you tie into our drainage system or handle your onsite water retention.