

**ORCHARD ESTATES HOMEOWNERS ASSOCIATION
ARCHITECTURAL AND LANDSCAPE DESIGN REVIEW
APPLICATION FORM**

Please complete and include this form along with three (3) complete sets of drawings reduced to 8 ½" x 11" and a description of the proposed architectural or landscaping changes. Send or deliver the application and plans to The Orchard Estates management company's office for review by the Architectural Review Committee. One plan will be retained by the Architectural Review Committee (ARC) as its working copy, the second plan will be placed in the Association's files and the third plan will be returned to the applicant who will be required to maintain that copy at the work site during the course of construction until such time as a final inspection has been made by the ARC or its designated representative.

For some applications, approval may take up to thirty (30) days. An incomplete package will not be accepted or will delay the approval process.

Owner's Name: _____ Date: _____

Orchard Estates Address: _____

Mailing Address if different from Property Address: _____

Phone: _____ Projected Start Date: _____

E-mail Address: _____ Projected Completion Date: _____

Detailed Description of Modification:

Please provide the following details:

1. Location of the improvement(s).
2. Complete dimensions and elevations of the improvement(s).
3. Measurements of improvement in relationship to all structures on the property including walls and front and rear property lines.
4. Pictures and/or samples of material to be used, color scheme, and other details that further describe or depict the improvement(s).

Contractor's Name: _____

Contractor's License Number: _____

Contractor's Telephone Number: _____

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NOTICE OF COMPLETION

When the work is completed contact the property management company and they will have someone inspect the work. If the work is in compliance with the ADR Application the Notice of Completion will be issued. Please keep a copy of this Notice of Completion for your records and an additional copy will be placed in the Association's file.

Notice is hereby given that the undersigned is the owner(s) of the property located at:

The work of improvement on the described property was completed on:

_____ day of _____, 20__, in accordance with the Architectural Review Committee's written approval of the above-referenced owner's plans and application(s).

Type of Improvement:

Name of Owner: _____

Signature of Owner: _____

Architectural Design Review Representative: _____

Date: _____