Architectural Review Cover Sheet

Lakewood Village

OFFICE USE ONLY **Approved ☐/ Declined ☐/ Date _____**

Inspection Required: Yes ☐ No ☐

Rec'd by: _____ Date Rec'd: _____ Scanned ☐ Owner Notification ☐

The Architectural Review Committee reserves the right to take up to 30 days to review your request. **Any required City of Flagstaff permits are the responsibility of the Unit Owner.**

This form **must be completed, and a response obtained** from the Architectural Review Committee (ARC) prior to the commencement of work. If requests are incomplete, they will not be reviewed. If you have any questions or concerns, please contact Lakewood Village HOA at 928.556-1461 **This cover sheet must accompany each modification checklist.** If pictures are required, they must also be provided.

Date: _____ Property Address: _____

Owner Name: _____ Phone: _____ Email: _____

Owner Name: _____ Phone: _____ Email: _____

Mailing Address (if different): _____

This request is for:

- ☐ Heating, Ventilation, Air Conditioning (HVAC)
- ☐ Roofs
- ☐ Doors – All exterior doors
- ☐ Windows – All exterior windows
- ☐ Other (landscaping, gutters, solar tubes, skylights, deck/patio sunshades)_____
  (If other is checked, please provide a detailed explanation of the request on a separate sheet. Pictures and contractor proposal may be required.)

General Agreement

Please be courteous and check in with your neighbors if your project involves excessive noise or requires the parking of construction vehicles and trailers that may cause inconvenience to your neighbors.

- ✓ The construction project will not start before 7:00 AM.
- ✓ The construction project will not end later than 5:00 PM.
- ✓ The construction trash will be hauled off site.
- ✓ The construction site will be kept neat and tidy and not present safety hazards.
- ✓ **Any damage caused during the construction project will be the responsibility of the Unit Owner to repair. The Association may choose to arrange for repairs, but the Unit Owner will be responsible for the cost.**

Initial for Agreement (Required): _____

Construction Company Name, Contact Number and ROC#:

_____

Property Owner Signatures: *Date:*

_____ _____

_____ _____