

6 Steps for a Successful ARC Submission

Reminder:

High River Ranch POA Declaration of Covenants, Conditions and Restrictions (DCCRs):

“Section 8.01: Approval of Plans and Specifications. No Improvement shall be commenced, erected, constructed, placed or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications therefore shall have been submitted to in accordance herewith and approved in writing by the Architectural Review Committee.”

FAQs

When do I need to request approval for an Improvement to my Property?

- The most obvious is when you are building a new home (primary residence) or guest house
- Other examples would be the addition of an outbuilding (storage shed, barn, workshop), pool, pergola, deck, batting cage, tennis court, play equipment, fencing, etc. See page 2 of the ARC application form (available on the HRR POA Website under Documents) for other items that fall into this category.
- Hardscape items, such as sidewalks, driveways, stone walls, patios and concrete fountains or other water features also require approval.
- These lists are not all-inclusive. If it will be placed outside of your home (front, side or back) and you aren't sure, contact the ARC before you begin your project (link to email address and contact information for ARC is on the website). This will help avoid any issues that might require you to remove or relocate your project.

What types of Improvements are exempt from the need for an approval?

- Normal landscaping projects which may include planting of trees, shrubbery, flowers or grasses
- Painting exterior trim or outside doors
- When in doubt, contact the ARC

I don't have a copy of my Plat. Is there another way I can provide the location of the proposed Improvement on my lot?

- Many lot owners receive a copy of their plat (or property survey) in their purchase documents. If you don't have a copy, you can grab a screenshot of an overhead view of your lot via Google Earth or Google Maps using your computer. It might be helpful to use editing tools to draw a box to show the proposed location of your project. Text boxes can be used to make notes on the screen shot. It's also important to provide distances from all neighboring property lines on the plat or screenshot.
- Another alternative would be to simply draw the existing home's placement on a piece of paper as well as the proposed location for your Improvement. Indicate distances from the home to the proposed Improvement and/or from the Improvement to any other structures on the property. Distances from the Improvement to front, rear and side property lines could also be important, depending on the type of Improvement.
- For new home construction, your builder should know (and be able to provide you with) all of the proper paperwork, elevation drawings and building plans which would include easement and property line distances, as well as exterior material call-outs required for any deed-restricted subdivision like ours.
- **The more detail you provide, the quicker the ARC can process your request.**

BEFORE starting your project, you should follow the 6 steps below to ensure a successful ARC submission.

1. Download and complete the ARC Application Form available on our website. **Both lot owners must sign the form.**
 - a. **Details are important!** Pages 2 and 3 list other necessary documentation you should provide (depending on the type of project you are proposing).
 - i. There is a section entitled **Architectural Plans and Elevations** (for homes and building structures). The **Other Proposed Improvements Requirements** section details the type of information needed for projects other than a new home or building.
 - b. **NOTE:** Lot Owners are responsible for the accuracy and completeness of their submission (whether provided by contractor or lot owner). **The more thorough your submission, the faster it can be reviewed.**
2. Once all of the documentation is in place, scan and email the information to the ARC. The review team is large and all reviews are done by email. Most builders can provide a copy of plans for email use.
3. For your project planning, please keep in mind that the ARC has 21 days in which to review the submission. If the ARC requires more information on the project, that could delay the start of the review process. Once all requested information is received, a decision could be made within a week or less.
4. **NOTE: No project may be started, including any site prep and/or materials delivery, until the official written approval from the ARC has been given.**
5. If there are any **changes** to the already-approved submission, a **revised** ARC Application Form **must** be submitted for ARC review and approval **BEFORE** the changes can be implemented. **If a revised submission is not received and changes have been started or completed without ARC approval, the ARC has the right to stop construction on those unapproved changes and the lot owner could be required to remove those unapproved items.** Any **additions** to an already-approved project require that a **new, separate** ARC application form and related documentation be provided for review and approval. **Any questions, contact the ARC.**
6. **MOST IMPORTANTLY**, familiarize yourself with our DCCRs (and any amendments) before submitting your request. Amendments and a copy of the DCCRs are available to download on the website under Documents. **Article IV - Use and Construction Restrictions** should answer many of your questions on approved building materials as well as restrictions on setbacks for buildings, public utilities and placement of certain types of Improvements.

If you have any questions on the process, allowed materials or required documentation, contact the ARC **PRIOR** to sending in your submission.

This document was created to help avoid any confusion that can make the ARC approval process frustrating. We hope that you find it useful. A downloadable copy is posted on our website under the ARC Application Form link.