

## **INSTRUCTIONS FOR COMPLETING ARCHITECTURAL REVIEW APPLICATIONS**

1. Complete a single form for each project. Do not try to describe several projects on a single form. For some projects you should include a sketch showing location, dimensions, elevation, etc. Descriptions of materials along with samples will be helpful also.
2. If you are planning to paint the exterior of your home, attach color chips marked Base, Trim and Accent (if used).
3. Submit the form to any Director, preferably one week or more before the next Board of Directors meeting; usually the third Wednesday each month.
4. The completed form with paint chips or sample materials or photographs and sketches and descriptions will not be returned. If you want a copy, you should make one before submitting the form and other materials.
5. A letter will be sent to you informing you of the approval or disapproval of the project. If the approval is conditional, the needed changes in materials, color, location or any other specification will be spelled out. You may be asked to resubmit if the changes are substantial.

## **PROCESSING TIME FOR REVIEW APPLICATIONS**

Processing of the Application forms is done on a monthly basis. Final approval/disapproval is given at the next Board of Directors meeting. These meetings are normally held on the third Wednesday of each month. If your application is received by the Committee seven days or more before the third Wednesday, processing can be done in as little as 7 to 14 days. If you do not get the application to the Committee a week before the Board meeting, processing may take 30 days or more depending on circumstances. Keep your eye on the calendar when you anticipate wanting to paint or do some other project requiring approval. When an emergency requires a faster judgment on an application, such action will be done on an as-needed basis.

## **CONTACT THE ARCHITECTURAL CONTROL REVIEW COMMITTEE**

You can find a list of the present membership of the Committee on the Lansing Ridge website on the CONTACT page. Go to <http://lansing.ridge.org/>, then click on CONTACT. Any Director can put you in contact with the Review Committee. Each newsletter gives the present Directors names and addresses.