

**APPENDIX N: REMODEL, ALTERATION or ADDITION SUBMITTAL FORM**



**Remodel, Alteration or Additional Submittal Form**

**Property Owner(s):** \_\_\_\_\_

Homesite # \_\_\_\_\_ Date Received: \_\_\_\_\_

Homesite Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

**Design Professional:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

**Builder:** \_\_\_\_\_

Project Manager (If applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

**Landscape Professional:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

House Square Footage: \_\_\_\_\_

Garage Square Footage: \_\_\_\_\_

Additional Structure(s) Square Footage: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS: \_\_\_\_\_

**PROPOSED ADDITIONAL SQUARE FOOTAGE:** \_\_\_\_\_

**NEW TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS:** \_\_\_\_\_

Please provide a brief explanation of remodel, alteration or addition being proposed:

Does the applicant wish to present the proposal to the ARC? \_\_\_\_ Yes \_\_\_\_ No

(If yes, the applicant will be notified to schedule the presentation)

**At minimum with this submittal, please provide the same details required in the Schematic Design Review unless otherwise directed by the ARC. The ARC reserves the right to require less or more depending on the scope of the remodel, addition or alteration.**

Application Fee: \$1,000.00

ARC Refundable Deposit \$1.00 per proposed new square footage \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_

*For ARC use only:*

*Site visit date:* \_\_\_\_\_

*Submittal date:* \_\_\_\_\_

*ARC Meeting date:* \_\_\_\_\_