



**ARCHITECTURAL REVIEW BOARD
SUBMISSION FORM**

Plans are not accepted for review without a completed application and fee paid. Please review the University Park Design Guidelines for examples of approved structures & colors prior to submitting the application. A \$50 check must be included made out to University Park HOA.

Completed submission packages should be submitted to the Associations Management Company. Allow at least thirty (30) days for review. No work should commence without written approval from the University Park ARB.

OWNERS INFORMATION:

Owners Name: _____ Street Address: _____
Type of Modification: _____ Date: _____
Home/Cell Phone: _____ Work Phone: _____
Lot Size (Please check one): Full Size _____ Patio Lot: _____

Signature: _____ Date: _____

ARCHITECT INFORMATION

Architect/Designer Name: _____
Address: _____
Phone: _____

Signature: _____ Date: _____



CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____

BRIEF DESCRIPTION OF PROJECT

TYPE OF CONSTRUCTION (Indicate with an "X")	
New	
Spec	
Addition (Please explain in detail)	
Alteration (Please explain in detail)	



FINAL CHECKLIST

- ┆ A \$50 check made payable to the University Park HOA for architectural review of the type of addition/change/modification as listed above.
- ┆ A site plan of the lot and home showing the modification with dimensions. (A site plan was included in your closing documents.
- ┆ If it is a modification to the existing home, submit a detailed set of to scale plans showing the plan view and all modifications along with colors and materials to be used on the exterior.
- ┆ If the modification is landscaping, submit a detailed set of plans along with a plant list with quantities and sizes of the plantings.
- ┆ If you are planning to install a fence, please see the list of pre-approved fence drawings included in the Design Guidelines. (We strongly recommend that the fence be held 12” inside the actual property line.)
- ┆ For play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. (Homemade structures will not be approved.)
- ┆ Any pictures of the product including color.

FOR OFFICE USE ONLY:

- ┆ Approved as submitted.
- ┆ Approved with corrections noted below.
- ┆ Declined for reasons noted below.
