

**Cliff's Cove Homeowners Association**  
**Architectural Review Application Form** 09/01/2017

**(Do not commence construction prior to approval fines may be assessed)**  
**The Covenants allows for 30days for the approval or disapproval process.**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Lot # \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Date \_\_\_\_\_

1. This application is for
  - a. \_\_\_\_ An addition to my home.
  - b. \_\_\_\_ Installation of a fence.
  - c. \_\_\_\_ Addition of a deck.
  - d. \_\_\_\_ Change/addition to existing landscaping.
  - e. \_\_\_\_ Construction of an out building.
  - f. \_\_\_\_ Swimming pool installation.
  - g. \_\_\_\_ New Construction Plans
  - h. \_\_\_\_ Other. Explain below.

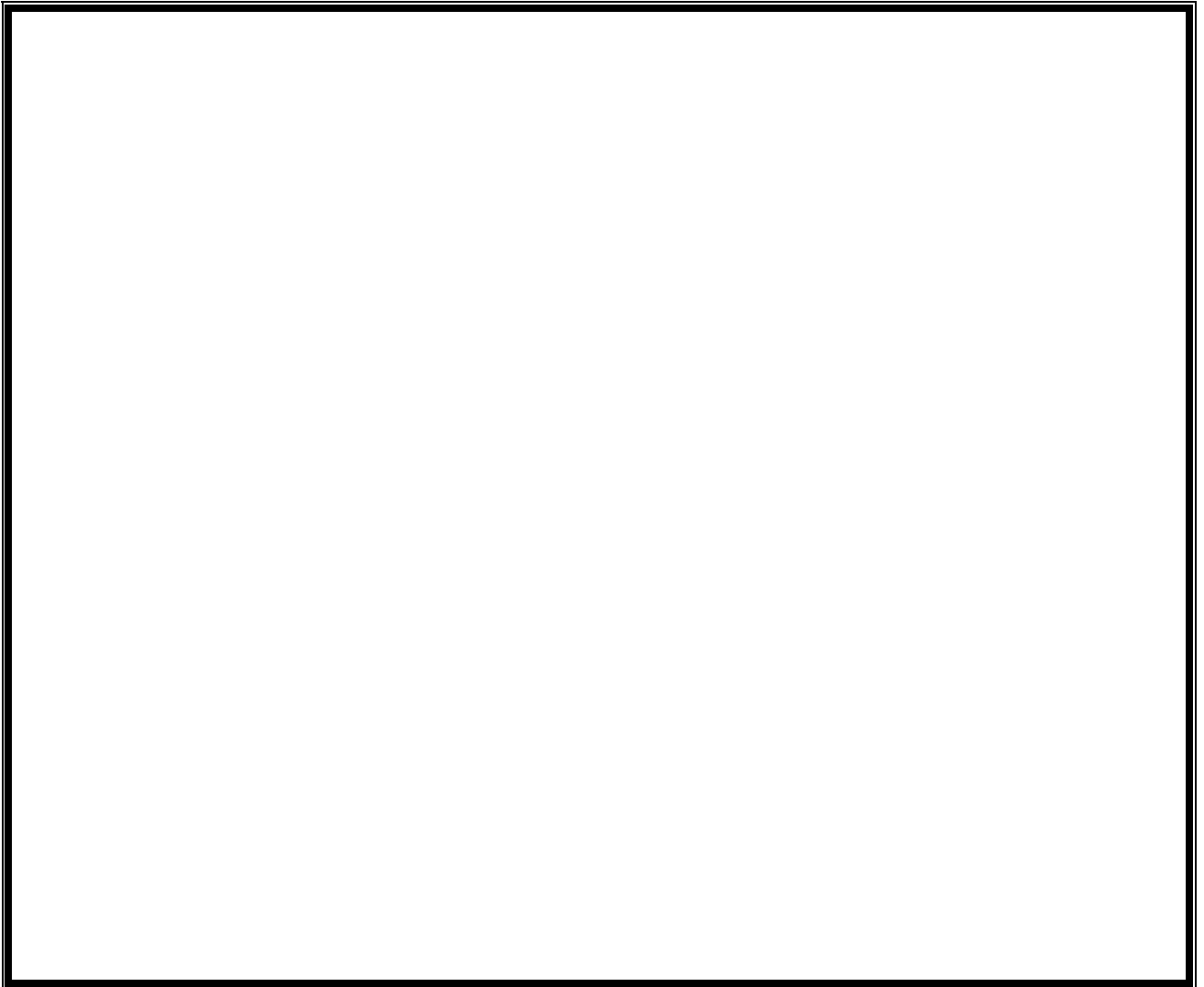
DATE RECEIVED:  _____ DATE TO THE ARC:  _____
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\_\_\_\_\_  
\_\_\_\_\_

2. Date you wish to start construction or modification. \_\_\_\_\_.
3. Completion date. \_\_\_\_\_ (90-day maximum)
4. Do you plan to use a contractor to do the work requested? \_\_\_\_\_.  
Name of contractor (s). \_\_\_\_\_.
5. Is a construction permit required? \_\_\_\_\_.
6. Provide a description of the work you are planning to do or planning to have done by a contractor. Provide a list of materials or plants, e.g., the color of paint to be used; the color of brick; color of shingles; type of lumber; and, names and varieties of plants.

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7. Provide a drawing or sketch of the project you are planning to do. Although the drawing may not be to scale, provide approximate measurements in feet. You may submit a drawing on a separate sheet of paper or attach architectural drawings. However if this is for landscaping for a new Construction home the original landscape plans must be professionally done.



8. The information submitted is accurate and factual representation of the project that is proposed. If approved, I/we will not modify the approved plan without seeking an additional review of change plans by the Architectural Review Committee or the CCHA Board. I/we understand that it is my responsibility to contact and coordinate with the local utility companies prior to any excavation work. I/we understand that I/we may not begin work on the project until the committee approves the proposal. I/we also understand that if we begin work before approval is granted, I/we are subject to fines or other remedies available to the association to stop work or remove work accomplished as outlined in the community covenants.

9. Mail completed forms to:

**Clift's Cove Homeowners Association  
Hughes Properties, Manager  
4910 Corporate Drive STE C  
Huntsville AL 35805**

10. Completed forms may also be emailed to [HPmarion@bellsouth.net](mailto:HPmarion@bellsouth.net) or faxed to 430-3409. Any questions on the form, process or to check on the status of your request should be addressed to (256) 430-3088 ext. 107 or to [HPmarion@bellsouth.net](mailto:HPmarion@bellsouth.net).

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Homeowner's Signature

**\*\*\*NOTICE: The Board of Directors ARC Chairperson will visit the ARC request property within the next 30 days.**

The Covenants state in Article VI – Use Restrictions and Rules, Section 10 – Architectural Standards, 3<sup>rd</sup> paragraph, page 12 Seventh sentence:

Any member of the Board or its representative shall have the right, during reasonable hours and after reasonable notice, to enter upon any property to inspect for ascertaining if these Restrictive Covenants have been or, are being complied with. Such Person or Persons shall not be deemed guilty of trespass.

**Cliff's Cove Homeowners Association**  
**New Construction Architectural Review Application**  
(Do not commence construction prior to approval)  
Fines of \$25.00 a day may be applied  
**Covenants Allows for 30 days to review**

\_\_\_\_\_ \$150 Review fee submitted

Application Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Forwarded to ARC: \_\_\_\_\_

**Cliff's Cove Lot No. or Street Address:** \_\_\_\_\_

**Builder** \_\_\_\_\_ **Address** \_\_\_\_\_

Office & Cell# \_\_\_\_\_ / \_\_\_\_\_

E-mail \_\_\_\_\_

**Contracting Homeowner Name** \_\_\_\_\_

Contact Address \_\_\_\_\_

Home, Office & Cell #:

Numbers: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please provide:**

- Detailed building plans
- Landscape plans; mark tree location; large & small
- Site layout

Heated and cooled square footage \_\_\_\_\_

Direction of garage \_\_\_\_\_

Roof Pitch \_\_\_\_\_

**Brick & Mortar**

Color (brand description) \_\_\_\_\_

Vendor info \_\_\_\_\_

Address of home with similar usage \_\_\_\_\_

**Window Frames**

Color (brand description) \_\_\_\_\_

Vendor info \_\_\_\_\_

Address of home with similar usage (if known) \_\_\_\_\_

**Roof Shingles**

Color (brand description) \_\_\_\_\_

Vendor info \_\_\_\_\_

Address of home with similar usage (if known) \_\_\_\_\_

**Garage Doors** Color (brand description) \_\_\_\_\_

Vendor info \_\_\_\_\_

Address of home with similar usage (if known) \_\_\_\_\_

Will stone be incorporated on front façade  Yes  No

Will stamped concrete be utilized on the driveway apron  Yes  No

Date you wish to start construction \_\_\_\_\_.

Estimated completion date. \_\_\_\_\_.

\_\_\_\_\_ Please have sanitary and debris containment in place prior to initiation of construction.

\_\_\_\_\_ Please have workers pay attention to waste and trash containment.

Comments:

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**Approval does not cover fencing or detached buildings. Special requirements apply to Lake Lots.**

The information submitted is accurate and factual representation of the project that is proposed. If approved, I/we will not modify the approved plan without seeking an additional review of change plans by the Architectural Review Committee or the CCHOA Board. I/we understand that it is my responsibility to contact and coordinate with the local utility companies prior to any excavation work and obtain appropriate permits. I/we understand that I/we may not begin work on the project until the committee approves the proposal. I/we also understand that if we begin work before approval is granted, I/we are subject to fines or other remedies available to the association to stop work or remove work accomplished as outlined in the community covenants.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
PRINTED NAME

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