



*The Palms HOA
Architectural Review Request Form*

PROPERTY ADDRESS: _____ LOT #: _____

OWNER APPLICANT'S NAME: _____

PHONE #: _____ EMAIL: _____



REQUEST FOR APPROVAL (Please provide a brief description of your request)

Along with your completed Architectural Review Request Form, please provide all supporting information listed below that applies to your proposed architectural change, modification, addition or alteration to the exterior of your home or property. Additional information may be requested once you have submitted your application.

- A photo of house from road view.
- A photo showing the portion of your property impacted by request.
- Detailed site plan. Indicate location of planned improvement, existing house, property lines, and distance of planned improvement from property lines and easements (if applicable).
- Material specifications.
- Drawing or photo of planned improvement and dimensions.

- If professional installation, submit a copy of the contractor’s proposal to include all material specifications and contractor’s contact information.
- Home Additions: Drawings to scale showing all elevations and material specifications.

PLANNED START DATE: _____ ESTIMATED COMPLETION DATE: _____

ARC Review Requests should be submitted to the Association’s Administrator, Naomi Cota, at ncota@thecotagroup.com or mailed to The Palms HOA at P.O. Box 257, Richmond Hill, GA 31324.

There shall be no liability imposed on the Architectural Review Committee (“ARC”), any member of the ARC, any authorized representatives of The Palms HOA, or Declarant for any loss, damage or injury arising out of or in any way connected with the performance of the duties of the ARC.

Homeowners agree to hold harmless the ARC in their review of any matter submitted for review. The ARC is not responsible for passing on safety, whether structural or otherwise, or conformance with building codes or other governmental laws and regulations, nor shall any approval of an improvement of property be deemed as approval of such matters.

Property owner is responsible for verifying the location of property lines and obtaining any applicable County and/or State permits and approvals prior to initiating work.

Your signature on this application indicates that you have read the Declaration of Covenants, Conditions, Restrictions for The Palms and agree to abide by them.

Permission is granted to members of the ARC or its authorized representatives to enter my property if needed.

OWNER APPLICANT’S SIGNATURE: _____

DATE: _____

