

# Architectural Request/Approval Form

This form must be submitted whenever you make a change to the exterior of your home

1. OWNER'S NAME: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
HOA NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_
2. CONTRACTOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_
3. ESTIMATED START DATE: \_\_\_\_\_  
ESTIMATED COMPLETION DATE: \_\_\_\_\_
4. DETAILED DESCRIPTION OF IMPROVEMENTS, LOCATION AND SIZE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. DETAILED DESCRIPTION OF MATERIALS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The Architectural Review Committee has up to thirty (30) days to review your request per the Declaration of Covenants, Conditions, & Restrictions. Please do not schedule any work or begin any work prior to your approval.

Return this form and any other information, including plans, drawings, photographs, materials list, color palettes, or other items that will be necessary for the ARC Committee to review your request to:

Keith Collins Company, LLC  
3036 Centre Oak Way  
Germantown, TN 38138  
Fax: (901)753-6215  
OR:

Email to: Joyce Spiecha at [jspiecha@keithcollinsco.com](mailto:jspiecha@keithcollinsco.com) or Libby Fowler at [lfowler@keithcollinsco.com](mailto:lfowler@keithcollinsco.com)

Date Submitted: \_\_\_\_\_

Signed: \_\_\_\_\_

ARC Action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Date: \_\_\_\_\_