

# OXFORD HUNT COMMUNITY ASSOCIATION, INC

*c/o Omega Association Management Inc.  
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## ARCHITECTURAL REQUEST FORM

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Signature \_\_\_\_\_ E-Mail Address \_\_\_\_\_

This form must be filled out in its entirety with the requested information before submission to Omega Management for review by the Architectural Review Committee (ARC). To avoid delays in the review process, please provide all the required information. **Your request cannot be processed until all required information has been received.** All attached documents must be **no larger** than 11 x 17 size paper. **Per the Declaration of Covenants, the maximum time the process can take is 30 days. It is best not to schedule a contractor to begin your project until after you receive approval from the ARC Committee.**

\_\_\_\_ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like. **Painting**, attach at least 2 paint chips of each color; **Fences**, specify materials, style, height, color, and mark location using x's on lot survey etc.; **Extensive landscaping**, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings using x's.

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\_\_\_\_ 2. Attach a copy of your **official lot survey/plot plan** (received at closing) for your property. Your official lot survey should only show your lot and will include the property lines, building envelope, and if there are any easements or buffers. Mark all exterior changes on the plot plan using a colored pen or marker. Be sure to show dimensions, distance from property lines, easements, etc. **This item is not required if only painting the exterior.**

\_\_\_\_ 3. Attach as many elevations (front and side views) of the proposed project as necessary, including measurements and dimensions, to accurately describe/show what the finished project will look like. This is required for exterior construction, e.g., room additions, decks, storage sheds, sunrooms, screen porches, garages, dormers, etc. All attached documents must be **no larger** than 11 x 17 size paper.

\_\_\_\_ 4. I have notified all neighbors whose lots are adjacent to my home, as well as other neighbors who would reasonably view or be affected by the changes/improvements from their property. I have explained that this is a courtesy to advise them of the proposed changes/improvements and that all neighbor concerns should be sent in writing to Omega Management as soon as possible so that it can be reviewed with the submittal.

\_\_\_\_ 5. Submit the form to Omega Management to be forwarded onto the ARC Committee.