



COMMERCIAL PROPERTY ARCHITECTURAL CHANGE APPLICATION

Name: _____ Property Address: _____

Main Phone: _____ Alternate Phone: _____

Email: _____ Mailing Address: _____

Any improvement or change made without the prior consent of the ARC may be required to be undone to return the property to its original condition, at the owner's expense. The approval process takes approximately thirty days, and you will be notified of the results by mail. Please be advised that the ARC is not responsible for ensuring compliance with local or state codes or requirements. All required permits and easement encroachment violations are the responsibility of the owner. There is a \$25.00 application fee that is required at time of submittal. Please make check payable to Graham Management and mail to the address below. Your request will not be processed until the payment is received.

Please mark the blank beside the proposed improvement or change. Please attach color samples, property diagrams with measurements and placement of the proposed change, and a lot survey. If the information is not enclosed, the application will be returned denied and will have to be resubmitted with the required information.

<input type="checkbox"/>	New or Updated Signage	<input type="checkbox"/>	Repair/Replace Roof
<input type="checkbox"/>	Dumpster Enclosure	<input type="checkbox"/>	Replace/Repair Gutters
<input type="checkbox"/>	New or Updated Lighting	<input type="checkbox"/>	Repair/Install Fence
<input type="checkbox"/>	Repair Exterior Brick	<input type="checkbox"/>	Stain Fence
<input type="checkbox"/>	Replace Doors/Windows	<input type="checkbox"/>	Add Separate Structure/Building
<input type="checkbox"/>	Repair/Replace Exterior Siding	<input type="checkbox"/>	Sidewalks/Parking
<input type="checkbox"/>	Landscape Changes	<input type="checkbox"/>	Other

Projected Start Date: _____ Completion Date: _____

 Representative's Signature Date

DO NOT WRITE BELOW THIS LINE

NAME: _____ DATE: _____ APPROVED/DISAPPROVED

NOTES: _____
