

Dear Homeowner:

Some necessary regulations have been incorporated into the Association's Covenants, to protect the harmony and tranquility of the community. In addition, these rules help maintain the curb appeal, which helps to enhance property values. As a member, it is your obligation to comply with all of the documents for your community.

As a reminder to new members, the Architectural Design Committee (ADC) must approve any exterior improvements. Prior approval is required for all additions, improvements or changes to resident's property, including color changes, new fences, structure modifications, walls, pools, satellite dishes, solar panels or any other type of permanent structures.

**Application:** Please complete the attached application.

**Description of the project(s)**

- A complete description of the materials to be used
- The finished dimensions
- For exterior painting, a chip/sample of the proposed color (only if changing the original paint color(s)).

**Site Plan** (see example on following page): A simple footprint drawing of where the work will be located on your lot in relation to your lot lines and home, dimensions, distances in conjunction with other items on the Lot, and setbacks from the Lot line.

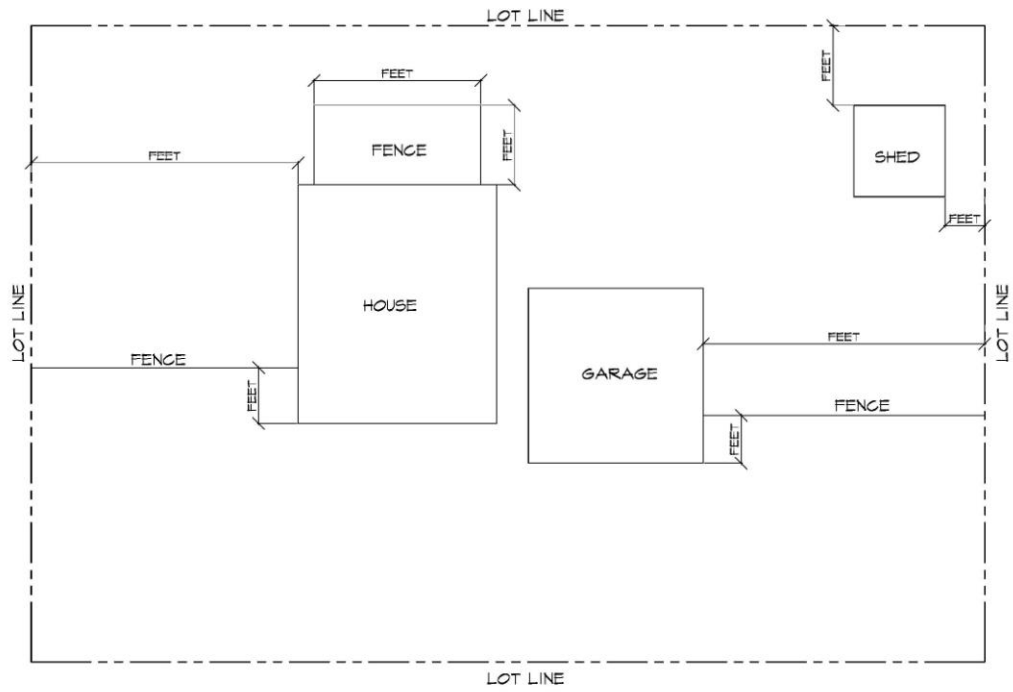
**Submit:** You can mail or email the completed application along with any additional items. To expedite the approval process, email is suggested.

**Robb Butler**  
**Estates at Pembroke Park, ADC**  
**4205 W. Kent St.**  
**Broken Arrow, OK 74012**

**Email:** [RobButler0307@gmail.com](mailto:RobButler0307@gmail.com)

If being sent by way of email, the available programs are Microsoft Word, Publisher, and Adobe Acrobat.

## Example of Site Plan for a shed, fence and deck project



# Architectural Design Application Form

## Applicant Information

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

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: Phase: \_\_\_\_\_

Day Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

## Project Description

Modification Type: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Attachments: \_\_\_\_\_

Note that all construction and installation of any improvements shall comply with local, state, and federal building and land use regulations. Compliance with these regulations is the responsibility of the homeowner. This review and approval is not a review, nor an approval, for compliance with any local, state or federal building or land use regulations. Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is the responsibility of the homeowner. Changes to the proposed plan necessitated by permits or compliance with local, state, or federal building or land use laws are subject to additional review by the Architectural Design Committee (ADC).

Please submit this application to the Architectural Design Committee at least **14 days** prior to beginning your project. The ADC will do all it can to have your application review in a timely manner so as not to impede the timely completion of your project.

## ARCHITECTURAL DESIGN DECISION

Approved

Approved w/ conditions

Disapproved

**Comments or Conditions to Approval:**

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