

OAK RIDGE TRAILS ARCHITECTURAL REVIEW APPLICATION

1. OWNER'S NAME: _____
2. ADDRESS OF PROPOSED CHANGE: _____
3. STATEMENT OF PROPOSED CHANGE: _____
4. DOES PROPERTY OWNER RESIDE AT A DIFFERENT ADDRESS? NO YES
 If Yes, MAILING ADDRESS OF OWNER: _____
5. NEIGHBORHOOD AREA: Common Ground Home Cul-de-Sac Ponds Woods
6. OWNER'S PHONE: (a) EVENING/WKND: _____ (b) DAYTIME: _____
7. ACKNOWLEDGEMENT OF TWO PROPERTY OWNERS (MOST AFFECTED) WHO ARE ADJACENT TO THE PROPERTY AND/OR HAVE A VIEW OF THE PROPOSED CHANGE.

Name:	Name:
Address:	Address:
Phone:	Phone:
Signature:	Signature:

Your signature (above) indicates ONLY an awareness of the proposed change and does not mean you give your approval or disapproval. If you have any concerns about this application, contact a neighborhood Trustee or member of the Architectural review board.

8. DESCRIPTION OF THE PROPOSED CHANGE(S): *Attach additional page if required. _____ _____ _____ _____	INSERT STANDARD # HERE: _____ _____ _____ _____
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*****FOR INTERNAL USE BY THE TRUSTEES AND ARB STAFF ONLY*****

Receipt of Completed Application: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Standard Violation
Awareness letter(s) sent to: _____ _____	
Trustee Representative: _____	Date: _____
ARB Representative: _____	Date: _____
<u>TRUSTEE REVIEW</u>	
Recommendation: _____	
Signature: _____	Date: _____
<u>ARCHITECTURAL REVIEW BOARD</u>	
Remarks: _____	
Action: _____	
Signature: _____	Date: _____

9. LOCATION OF PROPOSED CHANGE(S): (Include a description below)

10. CONSTRUCTION MATERIALS, STYLE, SIZE, AND COLOR:

- a) Material #1 style, size, color: _____ Sample included
- b) Material #2 style, size, color: _____ Sample included
- c) Material #3 style, size, color: _____ Sample included

11. DRAWING AND ILLUSTRATIONS:

- a) Plan drawings before and after changes
- b) Front/back elevation
- c) Side elevation

12. PICTURES AND/OR MANUFACTURER’S LITERATURE:

- a) Pictures
- b) Manufacturer’s literature

13. CHANGES TO LANDSCAPING OR DRAINAGE: YES NO If Yes, include a description of the changes

14. AMOUNT OF TIME REQUESTED TO COMPLETE PROPOSED PROJECT:

***Not to exceed 180 days from approval date. Swimming pools must be finished within 6 months from the start of construction, and surrounding landscaping and sod within 2 months of pool completion.**

15. CERTIFICATION: (Please read and check each line below:)

- The proposed alteration submitted for approval does not violate any St. Louis County codes.
- I understand that I am required to comply with all St. Louis County construction and/or renovation requirements.
- I understand and agree that no work on this application shall begin until I have received written approval of the Architectural Review Board (ARB) or a Trustee
- I understand that no construction or exterior alteration undertaken by me or on my behalf before approval of this application is allowed. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
- I understand that trustees, members of the ARB and Volunteer ARB Members are permitted to enter upon my property at any reasonable time for the purpose of inspection the proposed project, the project in process, and the completed project, and that such does not constitute a trespass.
- I understand that approval is contingent upon construction or alterations being made in a professional manner.
- I understand the authority granted by this application will be revoked automatically if the project has not been completed within the 180 days of the approval date of this application or as specified by the ARB. Swimming pools must be finished within 6 months from the start of construction, and surrounding landscaping and sod within 2 months of pool completion.
- I understand that when an alteration is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and Oak Ridge Trails will not replace such alteration changes.
- I certify that nothing (e.g., equipment, deck, fence, addition, planting, tree, landscaping or other improvement) is/will be installed beyond my property line or encroaches onto the Oak Ridge Trails common ground or open space and that no part of this requested exterior alteration will encroach onto the open space.
- I understand that if any alteration on my property creates an adverse drainage impact to the lot and/or any adjacent property, I may be required to modify my property, at my own expense, to correct the drainage impact.
- I certify that I have read and understand the appropriate sections of Oak Ridge Trails Architectural Standards and any applicable Supplemental Standards or indentures that pertain to this application and my proposed project.

ANY INCOMPLETE APPLICATION WILL BE RETURNED FOR CLARIFICATION AND/OR COMPLETION. PLEASE CONSULT YOUR OAK RIDGE TRAILS ARCHITECTURAL STANDARDS AND ANY APPLICABLE GUIDELINES OR INDENTURES BEFORE FILING THIS APPLICATION.

Please submit this form along with two copies of your plans and survey and allow 30 days for review to any actively serving trustee or ARB member. Refer to www.oakridgetrails.com for contact information. You can also mail this form to:

Brian Youngberg / Oak Ridge Trails Trustee
17845 Suzanne Ridge Drive
Wildwood, MO 63038

SIGNATURE OF THE PROPERTY/HOMEOWNER _____

DATE _____