

## Village-ARC Checklist

Once you have received a completed application form, please verify the following before submitting to the SBCA-ARC for review.

- 1. Has the correct application form been used for the stated project?
- 2. Is the Homeowner information complete and legible?
- 3. Have they marked whether or not they will accept electronic communications?
- 4. Is there a description of the project?
- 5. Is there an estimated starting date?
- 6. Have they acknowledged that the Notice Neighbors have been notified?
- 7. Have the owner(s) signed the application?
- 8. Is Page 2 of the application form attached and completed?
- 9. Are samples (color, materials, etc.) attached if applicable?
- 10. Are there site plans or drawings and specifications attached if applicable?
- 11. Are the job site provisions indicated if applicable?
- 12. Is there a list of plants indicating height and maturity for any landscape plans?
- 13. For maintenance or removal of trees, are the affected trees identified?
- 14. Are pictures attached if applicable?
- 15. Are all items not applicable indicated as such?

The Village-ARC or Village HOA **should make a recommendation** on page 1 either for approval, approval with conditions or disapproval. Please sign and print your name legibly.

Please attach this checklist to the completed application form.

**IMPORTANT: THE SBCA-ARC WILL NOT ACCEPT INCOMPLETE FORMS**