Architectural Review Board Application

This form is required for the construction, alteration, modification, removal or demolition of any improvements within the property of the Hill Farms Owners Association. Improvements include home, fence, accessory buildings, landscape, and parking areas.

This form must be signed by the owner. If submitted in person, please include two copies of the Plans and Specifications. If submitted electronically, one copy is sufficient.

Submit ARB Form to: Welch Randall Property Management
5300 S Adams Ave Pkwy Ste. 8
Ogden, Utah 84405
amber@welchrandall.com

Homeowner Information: Homeowner Name(s): _____

Phone:_____ Phone: _____ Email:_____

Address:_____ Lot #:_____ Is this a Corner Lot?_____

Application Date:_____ Project Start Date:_____ Completion Date:_____

Type of Home: Cottage_____ Garden_____ Preserve_____ Is this a re-submission YES ☐ NO ☐

Description of Proposed Improvements:

_____

_____

_____

_____

_____

Contractor Name and Phone:_____

Submittal Acknowledgement:

The submittal of this application does not constitute approval of the proposed plans. Written submittal of the Architectural Review Board's decision will be supplied to the homeowner within 30 days after receipt of all required information. Construction must not begin until the Review Board has approved the plans in writing. As the Homeowner, I have read and understand Hill Farms Design Guidelines, Landscape Planting Requirement and applicable Governing Documents concerning design and construction in Hill Farms. As Homeowner, I acknowledge that the person reviewing the plans and specifications will change from time to time and that opinions on aesthetic matters, as well as interpretation and application of these guidelines, may vary accordingly. In addition, I acknowledge that it may not always be possible to identify objectionable features of proposed improvements until the improvements have been completed, in which case it may be unreasonable to require changes involved. However, the Architectural review board may refuse to approve similar proposals in the future. Approval of application shall not constitute an approval, ratification and endorsement of the quality or architectural or engineering soundness of the proposed improvements and neither the ARB or the Homeowners Association shall not have any liability for any defects in the plan specifications or improvements. I agree to pay any costs incurred by the Association if I fail to meet the standards established by the ARB and the Board of Directors.

_____

Homeowner Signature(s) Print Name(s)

Architectural Review Board Action:

☐ Approved – Submitted request is approved.
☐ Approved as Noted – Submitted request is conditionally approved subject to noted conditions.
☐ Not Approved – Additional Information needed (Re-submit application with additional information or acceptable revisions. No work may commence until application receives final approval.)
☐ Not Approved – Submitted request is not approved and no work may commence.
☐ Not Approved – Incomplete Application (Please re-submit a completed application.)

Comments: _____

_____

☐ Check if attaching additional comments or notes.

Received by:_____Date:_____
HOA Staff

Reviewed By:_____Date:_____
Board Member

Required Checklist for Plan Submittal:

A winning plan requires all the elements you want to construct, install, and/or modify. You will have greater success in having your plan approved in one review if you provide a very detailed, specific plan. The Architectural Review Board would like to see complete plans which include as many of the following elements as possible:

Patio/Deck	Fencing Location	Play Structures	Fencing Height
Exterior Paint Color Change	Fencing Material	Driveway Modification	Fencing Color
Correct Setbacks	2 Foot Bed on Interior and Exterior of Fence		

Submittal Checklist:

Here is a list of what you will need to submit. Check the boxes as you go to make sure you include everything.

☐ Design Review Application
☐ Pictures of proposed areas
☐ Site plan showing existing conditions including dimensions of your lot, home, setbacks, grading, etc.

- Provide scale drawing with graphic scale shown on plan
- Must include a north arrow
- Label adjacent properties on plan (i.e., common areas, parks, houses, street names)
- Indicate all proposed and existing elements (i.e., home driveway, garage, fence, plants, boulders, hardscape, and /or ground cover)
- Label property lines, streets, alleys, sidewalks

☐ A photo example and/or sample materials
☐ Patios need to show dimensions, color, materials, and location.
☐ All improvements must comply with Resident Design Guidebook and Hill Farms Pattern Book.

Any proposed modification requires the HOA to notify any neighbors impacted by such modification.

Please reference the Resident Design Guidebook for additional information.