

Request for Review and Approval

by *The Highlands* Architectural Review Committee (ARC)

(Ironwood Owners Association IX)

Property Address: _____ Date: _____

Scope of Work: _____

Homeowner/Lot Owner Name: _____

Telephone Contact #: _____ Email: _____

Mailing Address if different from above: _____

All new construction and additions to the building require ARC approval. Additionally, nearly all changes to the exterior of a home, lot or landscaping require approval by the ARC including exterior light fixture selection and exterior artwork. Please review the CC&Rs and Architectural and Landscape Guidelines and Association Rules for specific requirements.

With this form, please provide sketches, plans, drawings and other descriptive material in sufficient detail for the ARC to evaluate the proposed new work or change. For minor changes a hand sketch may be sufficient. New construction, additions, and extensive or complex changes will require plans designed and prepared by an industry professional in order to provide the necessary accuracy, scale, detail and design principals needed for the ARC to understand and evaluate the plans.

If design changes are being made to an existing structure or landscaping, the plans must show both the existing elements that will be removed or modified and any new elements that will be added. For new work or color changes, a color sample with a minimum size of 4"x4" is required.

At the discretion of the ARC, a Construction Deposit may be required. The Construction Deposit may be used for the cost of a consulting architect (if needed), construction cleanup, or other compliance related costs. Any unused Construction Deposit will be returned upon completion of the work.

The planned work may require approval and building permits from the City of Palm Desert. If the City requires approval and permits, any approvals from the ARC are not valid without the applicant also obtaining the City's approval and permits.

All work must be completed as per the approved plans and in compliance to the CC&R's, Architectural and Landscape Guidelines, and any relevant ICA rules. If before or during construction a change to the approved plans becomes necessary, such change will require the approval of the ARC and may require the approval of the City.

Use additional page to list all contractors, architects, or designers who have been engaged for this work.

_____	_____	_____	_____
Name	Trade/Scope of Work	Phone	License #

_____	_____	_____	_____
Name	Trade/Scope of Work	Phone	License #

_____	_____	_____	_____
Name	Trade/Scope of Work	Phone	License #

_____	_____	_____	_____
Name	Trade/Scope of Work	Phone	License #

_____	_____	_____	_____
Name	Trade/Scope of Work	Phone	License #

_____	_____
Signature of Homeowner/Lot Owner (required)	Date

Approved by the ARC on: _____ Subject to attached conditions? _____ Y/N

Committee Members Approving: _____
