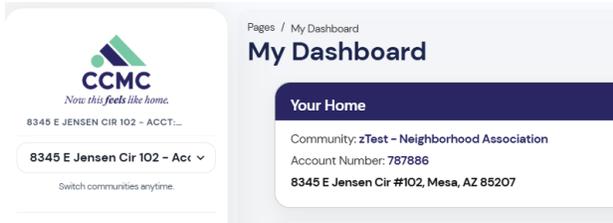


## Resident Architectural Request How-To Guide

This guide provides step-by-step instructions on how to create an Architectural (ARC) Request for your Association and how to view previously submitted ARC requests.

### Before You Start

- Make sure you're signed in to your resident portal
- If you own multiple properties within your community, or if you own homes in multiple CCMC-managed communities, confirm you're on the correct property account. You can verify this at the top of the page in the "Your Home" section, or by clicking the drop-down menu in the upper left corner under the CCMC logo.



### What You Can Do

- Submit an architectural request for your exterior home improvements.

### Navigate to Online Services

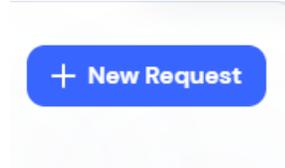
- Select the drop-down arrow to view all online services available.
- Select **Architectural Request**



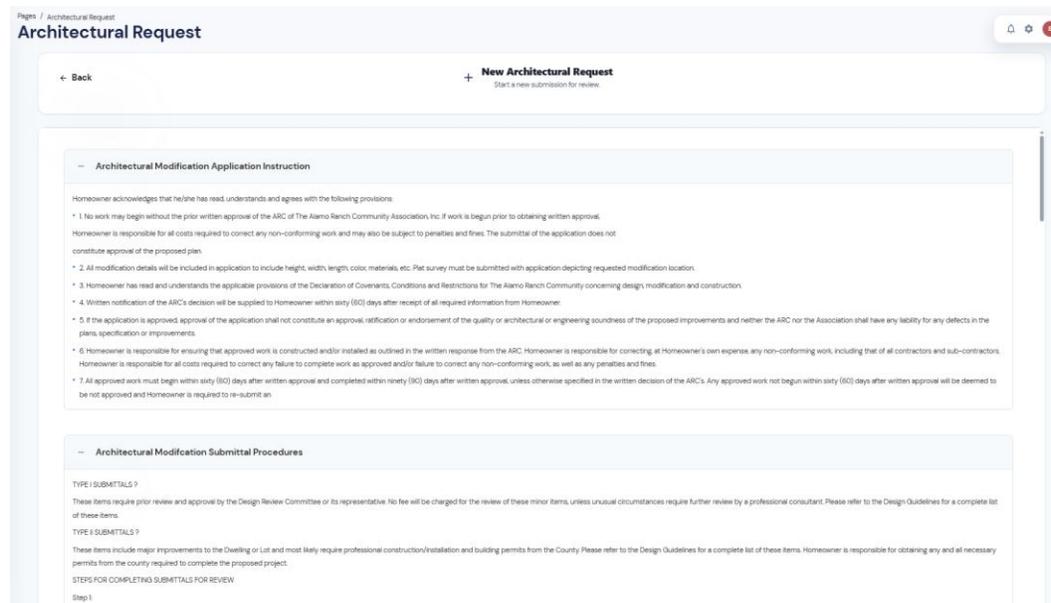
On this page, you can view previously submitted ARC requests, search and filter existing requests, view the status of your requests, and create a new request.

## Creating a New Request

- Select **+ New Request** in the top right corner



- A new **Architectural Request form** will open for you to review and fill out. Please read each section carefully.



Pages / Architectural Request

### Architectural Request

← Back + New Architectural Request  
Start a new submission for review

#### Architectural Modification Application Instruction

Homeowner acknowledges that he/she has read, understands and agrees with the following provisions:

- \* 1. No work may begin without the prior written approval of the ARC of The Alamo Ranch Community Association, Inc. If work is begun prior to obtaining written approval, Homeowner is responsible for all costs required to correct any non-conforming work and may also be subject to penalties and fines. The submittal of the application does not constitute approval of the proposed plan.
- \* 2. All modification details will be included in application to include height, width, length, color, materials, etc. Plot survey must be submitted with application depicting requested modification location.
- \* 3. Homeowner has read and understands the applicable provisions of the Declaration of Covenants, Conditions and Restrictions for The Alamo Ranch Community concerning design, modification and construction.
- \* 4. Written notification of the ARC's decision will be supplied to Homeowner within sixty (60) days after receipt of all required information from Homeowner.
- \* 5. If the application is approved, approval of the application shall not constitute an approval, ratification or endorsement of the quality or architectural or engineering soundness of the proposed improvements and neither the ARC nor the Association shall have any liability for any defects in the plans, specification or improvements.
- \* 6. Homeowner is responsible for ensuring that approved work is constructed and/or installed as outlined in the written response from the ARC. Homeowner is responsible for correcting, at Homeowner's own expense, any non-conforming work, including that of all contractors and sub-contractors. Homeowner is responsible for all costs required to correct any failure to complete work as approved and/or failure to correct any non-conforming work, as well as any penalties and fines.
- \* 7. All approved work must begin within sixty (60) days after written approval and completed within ninety (90) days after written approval, unless otherwise specified in the written decision of the ARC's. Any approved work not begun within sixty (60) days after written approval will be deemed to be not approved and Homeowner is required to re-submit an

#### Architectural Modification Submittal Procedures

TYPE I SUBMITTALS ?  
These items require prior review and approval by the Design Review Committee or its representative. No fee will be charged for the review of these minor items unless unusual circumstances require further review by a professional consultant. Please refer to the Design Guidelines for a complete list of these items.

TYPE II SUBMITTALS ?  
These items include major improvements to the Dwelling or Lot and most likely require professional construction/installation and building permits from the County. Please refer to the Design Guidelines for a complete list of these items. Homeowner is responsible for obtaining any and all necessary permits from the county required to complete the proposed project.

STEPS FOR COMPLETING SUBMITTALS FOR REVIEW

Step 1:

- Read the **instructions and submittal procedures**
- Ensure your **resident information** is accurate
- Review the **project information** – select anticipated start and end date and select the project you are wanting to submit. The questions on the application will populate based on the project you select.

**Project Information**

In accordance with the recorded covenants, conditions and restrictions (CC&Rs) of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property including, but not limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee prior to initiating work on the planned improvements:

**\*\*One Form per Request\*\***

Improvement Request Form Completed and Signed by Homeowner (Homeowners must submit, no renters or builders)

Material list, detailed building plans, detailed drawings, size of improvement, color swatches and photos

A copy of the official site plan (no hand-drawn or computerized replicas) of your property showing the exact location of the improvement. Please check your closing papers for the land survey (site plan) showing the Lot with easements, setbacks and a footprint of the home

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, and 3 above) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.**

The Committee has the right to request that an owner remove any improvement installed without prior written approval. Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.

Anticipated Start Date:

Approximate Completion Date:

Submission Type \*

Add Landscaping	Addition to Home	Address Sign	Add Stone	Antenna	Arbor, Pergola, Gazebo	Artificial Turf	Awning Installation, Sun Shades	Arizona Room Enclosure	Batting Cage			
Permanent Basketball Hoop	Portable Basketball Hoop	Security Bars	Bar-B-Que Grill	Concrete Slab	Courtyard Wall	Courtyard Gate	Deck/Patio	Install Door	Driveway Modification/Extension			
Fence Installation	Fences Modification	Fireplace	Firepit	Flagpole Installation	Front Yard Landscape	Flagstone	Garage Addition	Garage Door	Gas or Electric Run	Gate Installation or Changes		
Hardscape Installation	Lattice Cover	Landscape Border	Landscape Alterations	Irrigation	Landscape Screening	Landscape Lighting	Mailbox Installation	Miscellaneous or Other	New Construction			
Roof Install or Modification	Paint Change	Paint Door	Paint Exterior	Paint Other	Patio Cover	Patio Enclosure	Patio Furniture	Play Structure	Pool/Spa	Shed	Solar Equipment	Sidewalk/Walkway

- Be sure to **attach all necessary documents** to your application such as photos, plot plan, specifications etc. Submitting all required documentation ensures there is no delay in the application process.

**Read And Sign This Application**

I understand that the Architectural Review Committee will act on this request within sixty (60) days of receipt and contact me in writing regarding their decision. I agree not to begin construction/installation without written approval from the Committee. I understand that all construction shall meet the Alamo Ranch Design Review Guidelines and CC&Rs as well as City/County code, and that Committee approval does not override City/County codes, but rather, is intended to work in conjunction with them.

**Required Documents**

- Plot Plan? A site plan showing dimensions, distances and relationships among existing structures, property lines (setbacks) and the change being requested. Accurate measurements must be written on the plan. A plot plan can be hand drawn.
- Elevation Plans? Plans showing finished appearance of improvement in relation to the existing dwelling or structures.
- Specifications? Detailed description of the materials to be used, color samples, and dimensions must be submitted.
- Photographs? Photographs of existing structures, improvements, landscape, etc. adjacent to the area being modified must accompany the submittal application. They can be very helpful in understanding your goal, so including views from different angles is a good idea.

**Upload Documents**



**Drag & drop files here**

or click to browse files

Max 10 files • Up to 25MB each

- **Date the request and sign** at the bottom of the document and click **Submit Form**.

Date of Request \*

Signature \*

  
 Draw your signature here  
Signature will upload automatically

 Digital Signature Field  
Draw your signature - it will upload automatically

[Clear Form](#)

[Submit Form](#)