

HOA Architectural Review Guidelines Template

1. Introduction

These guidelines are designed to assist homeowners with the process and requirements for requesting architectural changes or additions within the community.

2. Purpose

Establish a clear and uniform process to preserve the aesthetic consistency and value of the neighborhood.

3. Scope of Guidelines

- Exterior alterations or additions
- Fencing and enclosures
- Landscaping changes
- Paint colors
- Roof and façade modifications
- Other relevant construction or changes

4. Submission Requirements

- Completed Architectural Review Application Form
- Site plan and elevation drawings
- Material and color samples
- Neighbor notification (if applicable)
- Photographs (if necessary)

5. Review Criteria

1. Consistency with existing architecture
2. Compliance with HOA covenants
3. Quality of proposed materials
4. Potential impact on neighbors
5. Preservation of views and open spaces

6. Approval Process Overview

1. Submit complete application
2. Committee review (within 30 days)
3. Decision communicated in writing
4. Commence work upon approval

7. Architectural Review Application (Sample)

Homeowner Name

Property Address

Description of Proposed Change

Proposed Materials & Colors

Anticipated Start Date

Attachments Included

8. Contacts

Position	Name/Contact	Email/Phone
HOA Architectural Committee Chair	[Name]	[Email/Phone]
Property Manager	[Name]	[Email/Phone]

9. Notes / Additional Provisions

- All unapproved changes may be subject to correction at the homeowner's expense.
- Applications must be complete; incomplete submissions will be returned.
- Retain a copy of the approved application for your records.