

# 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 facade 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.