

Architectural Request Application

The fastest way to submit is online: log in to the Owner Portal at innermgmt.appfolio.com and choose Architectural Review — you can attach photos and plans, and track your request. Use this paper form only if you cannot access the portal. **No work may begin until you receive written approval.**

OWNER & PROPERTY

Owner name(s)	Community
Property address	
Phone	Email

PROPOSED CHANGE (CHECK ALL THAT APPLY)

- ☐ Fence ☐ Deck / Patio ☐ Paint / Exterior color ☐ Roof ☐ Landscaping ☐ Pool / Spa ☐ Driveway / Walkway
☐ Addition / Structure ☐ Solar ☐ Other: _____

DESCRIPTION OF WORK

Describe the project — location on the lot, dimensions, materials, and colors (attach plans, drawings, brochures, and a site plan/survey marking the location)

Materials & colors (manufacturer / color name)

Contractor (name & phone), or "self"	Estimated start date	Estimated completion
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ATTACHMENTS (REQUIRED WHERE APPLICABLE)

- ☐ Site plan / survey with location marked ☐ Drawings or photos ☐ Material / color samples or brochure
☐ County permit (if required)

I understand that: (1) work may not begin until I receive written approval from the Architectural Review Committee; (2) approval does not substitute for any required county or city permit; (3) work must match this application as approved, and I am responsible for damage to common areas or drainage caused by the work; (4) unapproved modifications may be required to be removed or restored at my expense, per the community's Declaration and design guidelines.

Owner signature	Date
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OFFICE USE ONLY

Received	Decision ☐ Approved ☐ Approved with conditions ☐ Denied	Date / Initials
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