

INSTRUCTIONS

Deerfield Village Property Improvement Approval Form

This information is provided to help you complete the Deerfield Village Property Improvement Approval Form. The Property Improvement Approval Form must be submitted to the Architectural Review Committee (ARC) prior to making any changes to the exterior of your home, any changes to your lot/property and any landscaping additions. This includes any addition or *change* that affects the appearance of your house or property, the creation of new beds and adding new trees or shrubs to your lot.

In addition to the completed form you will need to submit a copy of your plat (the diagram of your lot that you received at closing) with the changes/additions indicated on the diagram and any supporting documentation you may have. Examples of supporting documentation includes but is not limited to copies of contractor diagrams for a deck or patio, copies of landscaper diagrams or a picture of the swingset you want to install.

The completed form and all supporting documentation should be submitted to the chairman of the Streets & Grounds Committee. If the chairman is unavailable, forms and supporting documents may be submitted to any Board member. Under normal circumstances, a committee decision should be made within two weeks but may take as long as 30 days. Forms submitted without all needed information included with the form will be returned to the homeowner without review or approvals. A copy of the form with the approval signatures (or reason for non-approval) will be returned to you.

Item	Information that should be provided
Lot #	Lot number identified at time of purchase or settlement
Date Submitted	Date form was submitted to ARC
Submitted by	Provide your name and all contact info. If the ARC has questions they may need to contact you.
Contracting Company	Includes but is not limited to architect, general contractors, landscapers. Provide your contractor's name and contact info. If the ARC has a technical question they may contact the contractor directly
General description of plan or change	Be as specific as possible. Use additional sheets if necessary. On your plot plan clearly indicate where the change will be located and distances to lot line and/or set-back. Include copies of any drawings or plans provided by your contractor. The more detailed the information submitted, the fewer questions the ARC will have. <u>NOTE:</u> Some construction projects may require a permit from Jefferson County. Any project that involves the use of poured concrete constitutes "permanent construction" in Jefferson County and requires a permit issued by the county prior to beginning construction.

2008 ARC Chair – Betinna Maher
48 Field Crest Court
304-876-6757