

ARCHITECTURAL REQUEST FORM

Belle Trace II Homeowners Association, Inc. Bylaws require that before making any changes to your lot, a request for architectural review must be submitted to the Belle Trace II Homeowners Association, Inc. Board of Directors' appointed Architectural Review Committee.

This form must be submitted by the person making a request for a proposed change to his/her lot. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted & approved, and may not deviate from said changes without prior approval by the Architectural Review Committee. Form may be emailed to dfox4osu@yahoo.com.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary & relevant information is received in the office of Belle Trace II Homeowners Association, Inc.:

Belle Trace II Homeowners Association, Inc.
P.O. Box 140667
Broken Arrow, OK 74014

****PLEASE COMPLETE THE FORM BELOW AND ATTACH ANY/ALL PLANS AND SPECIFICATIONS SHOWING THE NATURE, KIND, SHAPE, HEIGHT, MATERIALS AND LOCATION OF SAME.**

Name _____ Date _____
Address _____ Lot No. _____
Telephone: Home _____ Work _____ Other _____
Contractor Name _____ Desired Start Date _____
_____ Anticipated Completion Date _____
Description of Changes _____

I certify that I have read the above Architectural Request Form, the Declaration of Covenants, Conditions and Restrictions, filed as a part of Plat #5972, the Bylaws of _____ for my Association, as well as the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same, including abiding by the impervious surface restrictions for said lot. Signature _____
_____ Date _____

Belle Trace II Homeowners Association, Inc. use only:
Date mailed to ARC Committee _____ Date 30 days expire _____
Approved _____ Disapproved _____ Date Owner Notified _____
Reason _____

