

## **APPLICATION FOR ARCHITECTURAL REVIEW**

### **Section A - Supplement**

#### **Architectural Review – Applications for Additions, Significant Renovations and Major Modification to Houses and Property.**

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One set of complete site and building plans shall be submitted to the MCA office at least 60 days prior to expected commencement of construction.

Initial review shall include participation of the Standards Committee Chair or designated representative and the MCA Manager, and an interview with the applicant if necessary.

Documentation, including plans, drawings, and specifications should be as complete as required to describe clearly and completely the changes or additions for which approval is requested. **A construction schedule, with key components and dates, shall be included.**

Once the application is approved, **no** changes in the plan should be undertaken or approved without submitting an architectural application “Request for Change”. All Requests for Changes must be approved by the Standards Chair and/or designated representative.

***PLEASE NOTE: Approved projects must be commenced within 3 months of approval. Substantial amounts of work must be completed in each 60 day period thereafter. Failure to comply***

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_