

**OSHARA VILLAGE OWNERS' ASSOCIATIONS**  
**ARCHITECTURAL REVIEW COMMITTEE SUBMITTAL FORM**  
**REQUEST FOR APPROVAL OF IMPROVEMENT AND/OR ALTERATION**

In an effort to provide and protect each individual owner's rights and values, it is required that any owner(s) or group of owners considering improvements and/or changes to their property, must submit this form, a \$25.00 deposit and all requested documents and/or items to the Architectural Review Committee (ARC) for their review and a subsequent Oshara Village Homeowner's Association (HOA) decision. Although most decisions will take considerably less time, know that the ARC and HOA have up to 30 business days in which to do their reviews and render a final decision. Also know that the ARC or HOA has the authority to require the owner to remove an improvement and/or alteration from a property that has not been approved.

\*Out of Respect for Oshara Village neighbors, it is expected that new homes will be completed within 2 years from the beginning of construction. An extension may be requested from the ARC for unanticipated delays.

**PLEASE COMPLETE THIS FORM IN DETAIL TO AVOID DELAYS IN PROCESSING!**

An incomplete form or a request with insufficient information will be returned to the owner. **Please print or type all information clearly to avoid delays in processing your request.**

OWNER(S) NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

CONTACT NAME & PHONE NUMBERS: \_\_\_\_\_

APPLICABLE EMAIL(S): \_\_\_\_\_

1. Briefly describe the improvement and/or alteration proposed: (include dimensions – length, width, height). Attach additional information, photos, and detailed plans as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Who will do the actual work? \_\_\_\_\_

3. If applicable, show the physical location of the improvement and/or alteration on the lot. Attach an Improvement Location Report (ILR) or a scaled drawing, and include distances from existing walls/fences, other improvements, and the property lines. If an ILR or drawing is not applicable for this improvement and/or alteration, indicate by a checkmark the approximate area of impact on the existing improvement.

\_\_\_\_\_ front of home/live-work, \_\_\_\_\_ back of home/live-work, \_\_\_\_\_ side of home/live-work,  
\_\_\_\_\_ roof, \_\_\_\_\_ patio, \_\_\_\_\_ garage, \_\_\_\_\_ other: \_\_\_\_\_

4. Material(s) needed for proposed improvement and/or alteration (checkmark, identify items needed or that will be impacted, indicate the specs if applicable and state "NA" where not applicable or used)

\_\_\_\_\_ Paint Color \_\_\_\_\_ (include color sample) Or, will match existing. Yes \_\_\_\_\_

\_\_\_\_\_ Stain Color \_\_\_\_\_ (include color sample) Or, will match existing. Yes \_\_\_\_\_

\_\_\_\_\_ Lumber \_\_\_\_\_

\_\_\_\_\_ Stucco/Brick/Siding \_\_\_\_\_

\_\_\_\_\_ Screen \_\_\_\_\_

\_\_\_\_\_ Shingles/Roofing \_\_\_\_\_

\_\_\_\_\_ Pipe \_\_\_\_\_

