

## ARC Application Instructions

1. Plan ahead. Applications may take some time to review depending on the complexity of the project.
2. Review the [ARC checklists](#) and [ARC Guidelines](#)
3. Complete the ARC application form in its entirety. If your application is incomplete a delay can be expected.
4. Include complete submittals (e.g. drawings, samples) when submitting the application form. If your application is incomplete a delay can be expected.
5. If you have questions call the property manager (ACM) for help.
6. If your project will impact your neighbors via noise, common elements, or other items, it is recommended that you notify them of your project plans in advance.
7. Stonebridge has an approved shingle list for roofing material (see website above). If the proposed shingle is on the [approved list](#) then the only submittal requirement is the make, model, color and warranty of the proposed shingle. Note: Three tab shingles are NOT permitted.
8. Stonebridge has strict requirements for exterior colors. If you intend to use colors from the preapproved palettes, you should reference the phase and palette number in your application. If you wish to change the paint scheme (the color in the approved locations) you do not need to submit samples. Any change from the preapproved palette or scheme or a custom request requires detailed submittals. See the [approved palettes and schemes](#) and additional details on paint the [ARC Guidelines](#) on the Stonebridge website.
9. Any drainage changes must be noted on a plat plan of the property. The addition or removal of concrete and/or decks will change the way water drains.
10. Any deviation from an approved ARC application during installation of approved items requires additional ARC approval.
11. Encroachment of plants or trees to neighboring properties is prohibited. Please indicate the mature height and crown width of trees and make sure you do not plant trees that will touch your neighbor's property.
12. Access to properties to install improvements through any common area is prohibited at all times.
13. Submit your application, with accompanying documents and samples, to the address shown on the application.
14. Your ARC application will be reviewed within 30 days of receipt. If you have not received communications from the property manager or ARC within 25 days, please call the property manager. Remember if you do not receive approval within 30 days, your application is assumed denied and your project cannot commence.

