

Appendix C – Upgrade Submittal Form

**FAIRVUE PLANTATION ARCHITECTURAL REVIEW BOARD (A.R.B.)
UPGRADE SUBMITTAL FORM**

DATE: _____ Fairvue Lot# _____ (for new construction)

PROJECT ADDRESS: _____

CHECK BOXES BELOW TO INDICATE NATURE OF UPGRADE:

Fence Swing Set Flag Pole Trampoline Landscaping

Other (awning, minor patio extension, etc): _____

FOLLOWING INFORMATION MUST BE SUBMITTED PRIOR TO REVIEW:

- Completed A.R.B. Upgrade submittal form with description of proposed upgrade.
- Site Plan w Property Dimension (one set required when applicable)
- Material list with description or link/brochure showing materials (one set required)
- Plan drawing - To scale with dimensions to the house and lot line (when applicable)

The following information is required when applicable:

- Landscaping - grading changes, retaining walls, fencing, and lighting must be included. Provide plant list with sizes and location. Denote trees over 4” caliper to be removed.
- Recreational Equipment - type, location, type of screening proposed and height must be included.
- Fences & Awnings - Including the type, color and a picture.

LOT INFORMATION: Lake Lot _____ Golf Lot _____ Other _____

PROJECT START DATE: _____ PROJECT COMPLETION DATE: _____

By signing this application, you understand and agree to the time constraints below. These are exactly the same as noted on page 24 of the ARB Design Guidelines.

*Upgrades must be completed within 90 days of the written application approval. At the discretion of the ARB, this time frame can be reduced to 60 days if such project is considered simple and the shorter time frame is reasonable. IF the homeowner feels they need more time to complete their project, this should be noted in the initial application, along with the extenuating circumstances that will require the extra time. The final completion date requirement will be stipulated in the approval letter. Please note that the failure to complete the project within the stipulated time, can result in one or all of the following: fines, expiration/subsequent disapproval, forfeiture of deposits **and/or** disapproval of the request.*

Landowner Information Required

Name(s): _____

Current mailing address: _____

Phone numbers: (home) _____

(work) _____

(mobile) _____

Email Address(es) _____

General Contractor: _____

GC Address: _____

GC Email Address: _____

I/we agree to be bound by and abide by the Covenants and Restrictions for the Fairvue Homeowner’s Association, Inc. and the associated Design Guidelines for Fairvue Plantation.

Signature of General Contractor _____
REQUIRED

Signature of Home/Lot Owner _____
REQUIRED

**** IMPORTANT ****

**Please submit all required docs via electronic version email to kstinson@cmacommunities.com in one PDF file, if possible. This ensures that project is uploaded legibly & submitted correctly to the ARB.*

**Please submit required ARB fees to:
Fairvue Plantation HOA
% Kay Stinson
1916 Patterson St, Suite 308
Nashville TN 37203*

****Please allow 30 days from complete plan submission for review prior to beginning construction. Fines can result from beginning a project before ARB approval is received.***