

**ARCHITECTURAL REVIEW COMMITTEE (ARC)  
TOWNE LAKE HOMEOWNERS' ASSOCIATION  
REQUEST FOR PROJECT APPROVAL**

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**Preferred Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Contractors(s):** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Homeowner Request:** (Describe the proposed property changes. Include/attach a sketch/drawing and/or a photo showing dimension, location and relevant features as well as information on style, materials and colors. For painting and reroofing include samples or provide sufficient detail to ensure covenant compliance. If additional information is required, the request will be deferred until it is received by the ARC.)

**Please read, sign and date the reverse of this form.**

**Stipulations:**

1. Homeowner understands and agrees no work in this request shall commence until written approval from the ARC is received.
2. Construction/work must meet all Federal, State, County and City zoning, building code and laws. Nothing herein contained shall be construed as a waiver or modification of any such code or law. Homeowner will obtain and forward a copy of any building permit required by the City prior to commencing construction work. If a permit is required, this approval is not effective until a copy is received by the ARC.
3. Homeowner and contractors are expected to comply with all Towne Lake covenants, including those covering parking (trailers, dumpsters, etc.), signs and trash. If necessary, the homeowner may request a temporary, short-term deviation by including such request in this form or by submitting a separate written advance request.
4. Homeowner shall require contractors to clean the job site at the end of the workday and is responsible to ensure property used to gain access to the project site is left in the same condition as it was when the property was first accessed.
5. Homeowner agrees work must be done in such a manner so it does not unreasonably interfere with neighboring properties and/or owners and assumes full responsibility for any and all damages caused by contractors occurring to adjoining property including, but not limited to, ground cover, shrubs, trees, landscaping, sidewalks, curbs, streets, lights and Towne Lake common areas.

**Other Information:**

1. The City of Montgomery Sanitation Department will not pick up building debris and requires all contractors, including landscape contractors, to remove all residue and rubbish resulting from their work.
2. Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Alabama Utility and is required to provide for safety when installing a fence, driveway or landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call the AL line location center at (800) 292-8525 at least 48 hours and no earlier than 2.5 weeks prior to starting work. Note: there is a fine if underground cables are severed.
3. For information regarding zoning call Planning Controls at 241-2722 and for construction (building permits) call 241-2072. Applications for building permits are available on the City of Montgomery website.

**Certification:**

I have read the Architectural Review Guidelines. I understand misrepresentation of any items in this request, either oral or written, may void any approval by the ARC and that any material change to this request requires me to submit another request. I further understand failure to comply with the above stipulations may result in orders from the City and/or the Towne Lake HOA to return my property to its condition prior to the start of this project regardless of the state of the project when such order is issued.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return via mail to: P.O. Box 241234, Montgomery, AL 36124  
via email to: [arc@townelakemontgomery.com](mailto:arc@townelakemontgomery.com)  
or deliver to: the ARC member designated on the TL website