Lot #:_____

	A-10	**Improvement Review Form**	**The POA-ARB** meets on the first & third Mondays of each month. Submissions (including samples, materials and pictures) are due no later than noon the Wednesday before the meeting is scheduled in order to make the agenda.

General Information	Some submissions may be subject to a refundable deposit and/or non-refundable submission fee.
Property Owner:_____ Woodside Address:_____ _____ Phone #:_____ Email:_____	**Please use the following check list to ensure a complete submission and <u>avoid delays in review.</u>** *Please use the **Building and Landscaping Guidelines** (BLG) to determine submission requirements.* Is a site plan required and/or attached? ☐ Are adequate color/material sample(s) provided? (pictures are acceptable) ☐ Are elevations attached if needed? ☐ Are reference pictures attached? ☐ Will there be a dumpster, pod or port-o-let on site? ☐ Is adequate lot coverage available? If not, can it be determined? ☐ Are there any trees to be removed? ☐ **If yes, please list how many and what kind in description box.** *(Please reference tree removal section in the BLG)*

Please select one of the below options for improvement & use the description box to explain your submission in detail.

☐FENCE ☐POOL ☐SUN ROOM/SCREEN ROOM ☐HOME ADDITION ☐LANDSCAPING ☐COLOR CHANGE ☐DRIVEWAY ☐FIREPIT ☐ROOF ☐OTHER

DETAILED DESCRIPTION OF PROJECT

_____

_____

_____

_____

_____

Contractor/Vendor Information	Name:	Phone #:	Email:

Compliance with the approved plan as described, as well as any city/county permits required are the sole responsibility of the property owner.
Approvals are valid for one year from the date of notification.

Property Owner Signature:	**Date:**	Signature of ARB Representative:	Date:	Decision Stamp:

Comments: