



HAMPSTEAD ARCHITECTURAL REVIEW COMMITTEE

Application for Approval of Exterior Alteration

This form must be completed and submitted to the Hampstead ARC for review **prior** to any work commencing. It must be accompanied by the required attachments listed below, otherwise the submission is incomplete and will not be reviewed.

The ARC has full discretion and authority to approve or deny any application, as described in the Hampstead documents and design guidelines. Approved applications will be **emailed** to applicants as notification of ARC approval. At this point construction can commence.

REQUIRED ATTACHMENTS

LANDSCAPING OR HARDSCAPING

- A Dimensioned, Scaled CAD Site Plan with Dimensions of Proposed Changes and Relevant Existing Structures
- Photos of Proposed Location
- Materials List including: Plant Types, Sod Type, Paving Type and Color, Photos of Any Planters or Furnishings Visible from the Street
- Note: Colored mulch or pine straw is Not Allowed.
- Application Fee: \$25 (check made payable to Hampstead ARC to cover administration and review time)

WALLS, FENCES, DRIVEWAYS

- A Dimensioned, Scaled CAD Site Plan with Dimensions of Proposed Changes and Relevant Existing Structures
 - Photos of Proposed Location
 - Elevations of Proposed Changes with Dimensions
 - Materials List including: Material Type, Color and Size, Paint Color
 - Application Fee: \$25 (check made payable to Hampstead ARC to cover administration and review time)
- Note: A+ Quality Fence is the only approved fence company in Hampstead.*

STRUCTURAL ALTERATIONS OR ADDITIONS

- A Dimensioned, Scaled CAD Site Plan with Dimensions of Proposed Changes and Relevant Existing Structures
- Photos of Proposed Location
- Elevations of Proposed Changes with Dimensions
- Materials List including: All Building Materials and Color, Size, Paint Color
- Application Fee: \$100 (check made payable to Hampstead ARC to cover administration and review time)

Disclaimer: Property owner and his/her contractor bear all responsibility for obtaining required Building Permits and Inspections from the City of Montgomery. All construction plans, drawings, siteplans etc are illustrations and must be verified by homeowner's Contractor. Any construction at Hampstead must be made by Licensed, Insured, Reputable Contractor. Utility locations should be marked by utility companies for safety prior to construction. Hampstead ARC and Hampstead bear no liability arising from any legal issues associated with this review or with construction as acknowledged by the property owner's signature on this application.



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Application for Approval of Exterior Alteration

OWNER

PHONE

ADDRESS

E-MAIL

BLOCK

LOT

ESTIMATED TIMEFRAME OF COMPLETION (START TO FINISH - PHYSICAL WORK AT HAMPSTEAD):

DESCRIPTION OF ALTERATION:

PRINT NAME

SUBMITTAL DATE

SIGNATURE

E-MAIL APPLICATIONS TO

arc@hampsteadliving.com

MAKE CHECKS PAYABLE TO

Hampstead ARC

DELIVER APPLICATIONS TO

Attention: Hampstead ARC

Dropbox in Post Office - or -

5251 Hampstead High Street, Unit 205

Montgomery, AL 36116

USE BY HAMPSTEAD ARCHITECTURAL REVIEW COMMITTEE ONLY

APPROVED BY (PRINT)

SIGNATURE

DATE SIGNED

COMMENTS

STATUS:

APPROVED

APPROVED WITH STIPULATIONS

DENIED