



DAVIS LAKE ARCHITECTURAL REVIEW COMMITTEE PROCEDURES

The specifications and general review criteria used by the ARC as the basis for their decisions are found in the document **Davis Lake ARCHITECTURAL REVIEW COMMITTEE Standards**. It is the applicant's responsibility to review the standards in detail to ensure compliance.

Each site is different and therefore each application will be reviewed individually. Previous approval of a given style or project on another property does not constitute approval. Every application is evaluated on its own merit on a case-by-case basis.

The Davis Lake ARC Representative assigned to each neighborhood "subdivision" must first review all completed ARC applications. Applications will then be forwarded to and reviewed by the entire Davis Lake ARCHITECTURAL REVIEW COMMITTEE. All ARC applications must have original homeowner signature and date. Therefore, no applications can be accepted via email. ARC applications may either be given to your ARC representative or put in the DLCA clubhouse mailbox. Please contact your ARC rep if you need further assistance.

APPLICATION REVIEW

A completed application includes all of the following:

- A copy of the foundation survey or plat plans, showing the location of the proposed alteration(s), the existing building, and property lines. All plots are available online at the Mecklenburg County Polaris Website.
- Blueprints, if applicable.
- All information requested in the **Davis Lake Application for Change or Addition**

The ARC meets monthly. All timelines are firm, as per the ARC standards. These must be complied with in order to provide each ARC representative sufficient time to visit the site and review the application to ensure an orderly and timely response to all applicants.

The board votes on each application after review. Approval or denial is based on majority vote. No approval will be given unless all homeowner's dues are up to date. Homeowners are then notified in writing of each ARC decision within 45 days of receipt of application. Verbal approval will not be granted at ARC meetings.

It is the sole responsibility of the applicant to ensure complete compliance with all building practices, codes, permits and licensing requirements.

Projects are not to be started without formal ARC review and approval. Upon completion of the project, the ARC has the right to inspect the work to ensure compliance. Homeowners will be notified in writing if the project is not in compliance with the previously approved plan. If said project is not brought into compliance, the ARC and DLCA Board of Directors will use all avenues available to obtain compliance as outlined in the **Davis Lake Homeowner Covenants**.

**Revised 10-19-2007
Supersedes all previous DLARC Procedures**