



**ARCHITECTURAL REVIEW BOARD (ARB) – PROPERTY CHANGE REQUEST**  
**General Application**

(Use for all requests except Fence and Renewable Energy Device Installation)

If you wish to make changes to your property, please complete this form and return it to the CSA office for submission to the ARB for review. The review is to check for compliance with the Communities Guidelines and Declaration of Covenants and Restrictions. Approval of these plans by the ARB (if provided) does not imply approval from any other local, county, state, or federal agencies or authorities.

No work may begin until approval has been issued by the ARB.

The ARB meets the first and third Tuesday of each month at the Southside Club House at 7:30PM and, as a GCSA Member, you are welcome to attend. Submissions received the Thursday prior to the next ARB meeting will be placed on the agenda. Results will be communicated the day after the meeting.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contractor's Phone Number: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Request for:**

_____ Color Change	_____ Re-Roof	_____ Accessory Structure
_____ House Addition	_____ Satellite Dish	_____ Tree Removal
_____ Landscape Change	_____ Swimming Pool	_____ Concrete Pouring
_____ Variance	_____ Enclosing Garage	_____ Siding Replacement
_____ Window/Door Replacement	_____ Statuary/Fountain/Flagpole	_____ Other

**INSTRUCTIONS:**

1. Prepare a detailed sketch of the proposed improvement.
2. Provide a site plan and indicate the location of the proposed improvement.
3. Include a photo of existing materials / colors and specification sheets / color chips of new materials
4. Attach a copy of your Chatham County Building Permit (if required)
5. For tree removal – Include drawing/photos showing location and size and a letter from a certified arborist

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**ARB ACTION:**    Approved \_\_\_\_\_    Disapproved \_\_\_\_\_    Date \_\_\_\_\_

Signatures: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

                  4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Comments: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_