

Rutherford West HOA

ARCHITECTURAL REQUEST FORM

The Architectural Request Form (ARF) is for all new requests from homeowners who would like to change, update or add to their property. The Declaration of Covenants, Conditions and Restrictions for the community specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the ACC before any improvements begin and adhere with all covenants, permits, and laws. Modifications commenced without prior written approval may require removal at the owner's expense.

Property Owner Name:	
Property Address:	
Owner Email Address:	
Owner Phone Number:	
Project Name:	
Estimated Start Date:	
Estimated End Date:	
Requested By:	

***** Upon receipt of your fully completed form with all supporting documentation, requests are automatically disapproved after 60 days if written approval is not received. *****

Please submit the following with your completed request form:

- Plot Plan of property or survey showing the location and dimensions (including elevations of all existing and proposed improvements).
- Full description of the structural design, exterior elevations, exterior materials, colors, textures and shapes of all improvements.
- Current pictures with annotations and example photos/brochures with diagrams for proposed request(s).

Applications are DENIED until all necessary information is received and all submission requirements are met.

PROJECT REQUEST (CHECK ALL THAT APPLY):

☐ Basketball Goal	☐ Fence-Perimeter	☐ Garage Door	☐ Outbuildings	☐ Storage/Shed
☐ Brick Work	☐ Fence-Waste Cans	☐ Irrigation System	☐ Satellite Dish	☐ Swimming Pool
☐ Deck/Patio	☐ Front Door	☐ Landscaping	☐ Solar Shades/Panels	☐ Swing Set
☐ Other (specify)				

DESCRIPTION OF IMPROVEMENT:

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TEMPORARY STRUCTURES, OUTBUILDINGS OR STORAGE SHEDS:

Dimensions of the outbuilding's pad? _____

Height of outbuilding and support structure (measured from ground to peak)? _____

Height of privacy fence of the enclosing outbuilding? _____

Exterior materials and roofing materials closely match or consistent residence? ☐ YES ☐ NO

Outbuilding will observe setback line and easements? ☐ YES ☐ NO

Diagram showing position of structure relative to street and house included? ☐ YES ☐ NO

COMMENTS/CONCERNS:

Submit this form, including all plans, specifications, and supporting documentation by email to:

associations@csarealtygroup.com

Or submit this request form, including plans and specifications by mail to:

Rutherford West HOA
c/o CSA Management
9011 Mountain Ridge Drive, # 200
Austin, TX 78759

PROPERTY OWNER SIGNATURE: _____

DATE: ____/____/____ ** Upon receipt of your fully completed form with all supporting documentation, requests are automatically disapproved after 60 days if written approval is not received. **

NOTE: Inclusion of an email address authorizes use of email for official responses to this request.