



**PCHOA Architectural Review Committee**  
**Exterior Modification Request Form**

Prairie Crossing  
Homeowners  
Association

For ARC USE: **Request Number** R \_\_\_\_\_ **Date reviewed** \_\_\_\_\_

Please print clearly.

Name:	Submission Date:
Address:	Lot #:
Email:	Phone:
Signature:	House Model:

***Always consult the Association Guidelines before submitting your Request Form.***

✓	CATEGORY OF CHANGE	REQUIRED DOCUMENTATION WITH REQUEST FORM
<input type="checkbox"/>	<b>New or Modified Structure</b> Examples (including but not limited to): home addition, deck, windows/doors	<ul style="list-style-type: none"><li>• Plat of survey with locations clearly shown</li><li>• Drawings, photos, renderings, etc. of current and new modifications</li><li>• Dimensions (length, width, depth, height)</li><li>• Elevations (if applicable)</li><li>• Design, materials</li><li>• Color/style(s) e.g., doors, windows, railings</li><li>• Manufacturer's brochure(s)/spec sheet(s)</li></ul>
<input type="checkbox"/>	<b>Non-Structural Modifications</b> Examples (including but not limited to): dog run, hot tub, satellite dish, rooftop solar panels	<ul style="list-style-type: none"><li>• Plat of survey with locations clearly shown</li><li>• Drawings, photos, renderings, etc. of current and new modifications</li><li>• Dimensions</li><li>• Details of elevation (if applicable)</li><li>• Landscaping plan (if applicable)</li><li>• Design, materials, colors</li><li>• Manufacturer's brochure(s)/spec sheet(s)</li></ul>
<input type="checkbox"/>	<b>Landscape/Hardscape</b> Examples (including but not limited to): patios, sidewalks, driveways, trees/shrubs, drainage changes	<ul style="list-style-type: none"><li>• Plat of survey with locations of changes clearly shown</li><li>• Drawings, photos, renderings, etc. of existing location(s) of elements</li><li>• Drawings, photos, renderings, etc. of new location(s) of elements</li><li>• Names of new trees and/or shrubs</li><li>• Mature heights of new trees and/or shrubs</li><li>• Dimensions of existing and new elements</li><li>• Design, materials, colors</li><li>• Manufacturer's brochure(s)/spec sheet(s)</li></ul>
<input type="checkbox"/>	<b>Color Change</b> Examples (including but not limited to): siding, shingles, trim	<ul style="list-style-type: none"><li>• Description of new color/paint number</li><li>• Paint chip/color swatch</li><li>• Description of new materials</li><li>• Photo of current condition</li><li>• Manufacturer's brochure(s)/spec sheet(s)</li></ul>
<input type="checkbox"/>	<b>Exact Replacements</b> Examples (including but not limited to): doors, windows, shingles, siding, deck	Any <b>exact replacement</b> of any exterior feature of your home or lot that has the same color, dimensions and materials <b>does not require ARC approval</b> . However, to obtain permits, you may need a letter of approval from the HOA. To obtain a letter, check this box, describe your project below and submit the form. We will get a letter to you promptly. Neighbor comments are not required.
<input type="checkbox"/>	<b>Other</b>	Please provide description and drawings. If needed, include your plat of survey with location(s) clearly shown. Use a separate letter if needed. Consulting with the ARC before you plan your project may help to facilitate the process.

**Complete the Following Page**

Please describe your project in detail. Use a separate sheet of paper if needed.

- This Request Form is available on the PCHOA website, [pchoa.com](http://pchoa.com). Search for “ARC Request Form.”
- Submit one original and two copies of the Request Form and supporting materials. Reduced size plats and architectural drawings, etc., are appreciated for filing purposes and may be emailed separately to [arc@pchoa.com](mailto:arc@pchoa.com).
- Completed Request Forms must be delivered prior to the ARC meeting. They may be:
  - Mailed or emailed to: PCHOA Architectural Review Committee, % Foster Premier, 750 W. Lake Cook Rd., Suite 190, Buffalo Grove, IL 60089, [kkasper@fosterpremier.com](mailto:kkasper@fosterpremier.com); or
  - Electronically delivered to [arc@pchoa.com](mailto:arc@pchoa.com) (PDF required; 10MB attachment limit per email - multiple emails per submission may be needed); or
  - Personally delivered (and presented, if desired) at an ARC meeting (yellow farmhouse box no longer available).

ARC meetings are held the last Thursday of every month (unless otherwise specified), beginning at 7:00 p.m. Contact [arc@pchoa.com](mailto:arc@pchoa.com) for the meeting location. Look for *MeadowMix* announcements and official email notifications.

**Neighbor Comments:** Homeowners must obtain written comments from neighbors on either side of their property for any exterior modification. If the change(s) would be visible to neighbors in other locations (e.g. across the street), homeowners should seek their comments, as a courtesy, as well. Adjacent neighbor names and addresses should be identified in the space below.

**Neighbors, please use this space to write any comments that you may have and sign.** Neighbors may also sign complete design plans. Alternatively, neighbors may choose to email comments directly to [arc@pchoa.com](mailto:arc@pchoa.com). Such emails (with applicant name and address in the subject line) should arrive in the ARC’s inbox in advance of the Request submission.

**Neighbor 1:** \_\_\_\_\_ Address: \_\_\_\_\_

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

Signature(s): \_\_\_\_\_

**Neighbor 2:** \_\_\_\_\_ Address: \_\_\_\_\_

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

Signature(s): \_\_\_\_\_