

KEYSTONE HOMEOWNERS' ASSOCIATION

C/O United States Equities Management
1650 Murfreesboro Rd. Suite 200
Franklin, TN 37067
Phone 615.550.7144

Architectural Review Committee Application

As outlined in the Covenants, Conditions and Restrictions: There shall be no improvement constructed upon any property without the prior submission of the plans and specifications to the Board of Directors / ARC or appointees, for the approval of the improvement(s). Any changes in the plans from those submitted must be resubmitted for the Board of Directors / ARC approval pursuant to this section as if an original submission.

All information must be presented at the same time with application.

Description of the Project(s): This will need to be a complete detailed description (drawing) of the improvement **including dimensions, materials, finishes and colors. PLEASE INCLUDE PICTURE OF THE PROPERTY.**

Survey, Plot Plan or Site Plan and Elevation: One of these items will need to be included specifying layout of the improvement, dimensions, and distances in conjunction with other items on the lot and setbacks from the lot line.

Any square foot additions to property must submit blueprints and contractor information. (If being contracted)

- Will a temporary storage unit be used – Placement: _____
- Will a dumpster be on property - Placement: _____

You can submit the completed application to:

Keystone Homeowners' Assc.
c/o U.S.E.M.C
1650 Murfreesboro Road Suite 200
Franklin, TN 37067

You may also submit the completed application by e-mail to: hgardner@usemcorp.com

If emailing:

- File must be PDF
- Website links are acceptable to review examples
- JPG files are acceptable for pictures only
- Picture of property

Homeowner name: _____

Homeowner address: _____

Homeowner contact number(s): _____

Homeowner email address: _____

Description: _____

Use a sperate sheet if needing more room

Date Submitted: _____ Expected Completion Date: _____

The undersigned property owner hereby acknowledges and agrees that they shall be solely responsible for determining whether the improvements, alterations or additions described above comply with all applicable laws, rules, regulations, codes and ordinances. All construction and installation of any Improvements shall comply with local, state, and federal building and land use regulations. DO NOT SUBMIT FOR REVIEW ADDITIONS UNTIL PROPERTY OWNER HAS CONFIRMED THE ADDITION IS **NOT** WITHIN SETBACKS, EASEMENTS or BUILDING ENVELOPE of owners' lot.

The Board of Directors / ARC shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, regulations, codes, or ordinances.

The Board of Directors / ARC are only reviewing general placement, materials and time factor on request submitted.

If a property owner begins a project and cannot complete it due to construction issues that require changes, the homeowner must resubmit all changes for written approval prior to continuing and finishing the project.

Homeowner Name: _____

Homeowner Signature: _____

Immediate Neighbor Signatures (if applicable): _____
(i.e.: Fencing being tied into existing fence)

Date _____