

THE SANCTUARY ON SPRUCE CREEK HOMEOWNERS ASSOCIATION

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ARCHITECTURAL REVIEW COMMITTEE APPLICATION ROOFING

SUBMISSION DEADLINE: The Architectural Review Committee (ARC) meets on the **first Monday of every month** at 5:30 PM via Zoom. To ensure your project is included in the upcoming agenda, applications must be submitted no later than **close of business on the Thursday immediately preceding** the meeting. Submissions must include the completed form and all required supporting documents. Applications received after this deadline will be deferred to the subsequent ARC meeting.

Applicant Information — Applicant Must Be Homeowner or Lot Owner

Name

Telephone

Email

Property Address

Contractor

Roof Type — Select One

☐ Architectural
Asphalt Shingles

☐ Clay

☐ Concrete

☐ Slate

Asphalt Shingles — Select Approved Manufacturer & Color

Select one approved combination below. Shingles must be architectural (dimensional) profile. Three-tab shingles are not permitted.

☐ Owens Corning: Estate Grey

☐ TAMKO: Oxford Grey

☐ CertainTeed: Georgetown Grey

☐ GAF: Slate Grey

Clay / Concrete / Slate — Material Details

Provide manufacturer, color, and style/profile information. A photo of the shingle and a product specification sheet is required. Clay, concrete, and slate roofs are reviewed on a case-by-case basis.

Clay / Concrete / Slate — Material Details (cont'd)

Manufacturer	Color	Style / Profile

Additional Description (style, profile, texture, or other relevant details)

Supporting Documents Checklist

- | | |
|--|--|
| ☐ Completed application form | ☐ Shingle sample or product specification sheet (clay/concrete/slate) |
| ☐ Manufacturer name and product line | ☐ Copy of required permits (or confirmation prior to installation) |
| ☐ Selected shingle / material color and style | |
| ☐ Roofing contractor information | |

Certification & Signature

By signing below, the applicant certifies that all information is accurate and complete, that no work will commence prior to ARC approval, and that the applicant accepts responsibility for compliance with the Association's Covenants and Restrictions and all applicable governmental permit requirements.

Applicant's Signature

Date

NO WORK MAY COMMENCE PRIOR TO ARC APPROVAL

FOR OFFICIAL USE ONLY

Received By

Received Date

ARC Meeting Date

- ☐ Approved ☐ Approved subject to obtaining all required permits ☐ **Not Approved**

- ☐ Approved subject to the following: