

Monarch View Architectural Review Form Instructions

Please consult www.mymvpoa.com and review guidelines prior to submitting your Architectural Review Form. In addition to the Monarch View Architectural Review Form, you will need to submit copies of the following documents that will go on file with the Monarch View Architectural Review Board:

1. Full detail of purpose and/or reason for improvement.
2. Legal Site (plat) plan with location of improvement drawn to scale. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open areas.
3. Drawings and/or illustrations showing design of proposed improvement.
4. Scale drawing or architectural plans showing exact dimensions of improvement.
5. Type of wood or other material to be used.
6. Color (natural, stain, or paint – if paint, include color chips) (A full approved color palette is available at the Sherwin Williams Store, 3735 SW Raintree Drive, LS, MO 64082)
7. Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. concrete patios, brick patios. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.)
8. Landscaping plan.
9. Written acknowledgement and signature of adjacent lot owners(s) (use signature area in the acknowledgement section on front of form).

Notes

1. I/we understand that this form must be submitted **at least** 30 days prior to the project's planned start date.
2. I/we understand that the MVARB has up to 30 days to respond to the request, and will notify the homeowner by mail of its decision.
3. I/we understand that construction of certain major projects require that I/we obtain a building permit. Applications to and approval of a project by the MVARB do not affect or alter that requirement.
4. I/we understand that an aggrieved party has ten (10) days from the date the MVARB decision on an application to file an appeal in writing to the MVPOA Board of Directors. Construction by the applicant during this appeal period is at the applicant's own risk.
5. I/we understand that any construction activity undertaken prior to MVARB approval is not allowed and that if alterations are made, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part, and that I/we may be required to pay all legal expenses incurred.
6. I/we understand that members of the MVARB are permitted to enter my/our property to make reasonable inspection of proposed construction locations with at least 48 hours notice or other mutually agreed upon time.
7. It is understood that I/we am/are aware of the Monarch View Architectural Guidelines and the Covenants and Restrictions in regard to the approved review process.
8. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve months.
9. I/we understand that any approval is contingent upon construction or alteration being completed with reasonable workmanship and care, with minimal disturbance to neighboring areas.

Monarch View Architectural Review Form

Submit Form to: *Monarch View Architectural Review Board (MVARB)*
 2700 S.W. Arthur Drive, Lee's Summit, MO 64082

Submittal Date:	Lot #:	Homeowner Name:											
Phone #:		E-Mail:											
Address of Proposed Improvements:													
Address of Owner: (leave blank to indicate same as above)													
Check one or more of the following as applicable: <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> House Painting</td> <td><input type="checkbox"/> Request for 90 day extension</td> </tr> <tr> <td><input type="checkbox"/> Landscape Plans (includes patios & decks)</td> <td><input type="checkbox"/> Previously Submitted - Appeal</td> </tr> <tr> <td><input type="checkbox"/> Concrete Work</td> <td><input type="checkbox"/> Fencing</td> </tr> <tr> <td><input type="checkbox"/> In-ground Pool</td> <td><input type="checkbox"/> Request for Approval of Previous Improvements</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table>				<input type="checkbox"/> House Painting	<input type="checkbox"/> Request for 90 day extension	<input type="checkbox"/> Landscape Plans (includes patios & decks)	<input type="checkbox"/> Previously Submitted - Appeal	<input type="checkbox"/> Concrete Work	<input type="checkbox"/> Fencing	<input type="checkbox"/> In-ground Pool	<input type="checkbox"/> Request for Approval of Previous Improvements	<input type="checkbox"/> Other	
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Description of Improvements (use additional pages if necessary):													
ACKNOWLEDGEMENT of at least two Property Owners who are most affected because they are adjacent and/or have a view of the proposed change. This signature does not imply approval or disapproval, but merely indicates awareness of the applicant's intent. If any OBJECTIONS to this application arise, please discuss them with the applicant and notify the MVARB of your concerns.													
Name:	Date:	Name:	Date:										
Address:	Lot#:	Address:	Lot#:										
Name:	Date:	Name:	Date:										
Address:	Lot#:	Address:	Lot#:										
ACTION TAKEN BY THE MONARCH VIEW ARCHITECTURAL REVIEW BOARD (MVARB use only)													
App#:	<input type="checkbox"/> Approved as Submitted – Work may commence as described in this document												
Date:	<input type="checkbox"/> Not Approved – No work may commence without resolution												
Comments:													
Approval does not relieve any homeowner from compliance with local building codes and regulations. Construction by the applicant prior to approval is at the applicants own risk.													

MVARB Representative _____ Date _____