

**Westchester Architectural Review Committee (ARC)
ARC REQUEST FORM**

1. Homeowner to complete and submit for ARC approval.
2. ARC approval REQUIRED prior to commencing any work.
3. Homeowner to secure permit(s) as required by the City of Lenexa.
 - o Phone Number: 913.477.7725
 - o https://www.lenexa.com/government/departments_divisions/community_development/your_home/remodeling_project_permits
4. Homeowner to submit request for utility locate
 - o Call 811
 - o <https://www.kansasonecall.com/>
5. Homeowner to contact ARC member for any changes to the approved ARC Form.
6. Homeowner is responsible for any and all damage(s) by homeowner or homeowner's contractor, to Westchester common property and /or neighboring property(s) including but not limited to streets, sidewalks, curbs, electrical, water, sprinklers, lawns, etc. Homeowner to repair or replace, in a timely manner, and solely at homeowner's expense.
7. Notify ARC when project is complete. Project must be completed within 6 months after approval.

Homeowner Information

Printed Name: _____ Date: _____

Signature: _____

Address: _____

Phone: _____ Email: _____

Project Description

Provide a detailed description of proposed changes. If applicable, include sketch of proposed changes w/size, height, location on property, type of materials, etc. Attach the paint company's paint color chip to the ARC form.

Contractor: _____ Phone: _____

Contact Name: _____

Neighbor Acknowledgement

Signatures from homeowners' neighbors, on both sides, acknowledging proposed changes.

Neighbor 1: _____

Neighbor 2: _____

ARC Response

ARC Signature: _____ Date: _____

ARC Signature: _____ Date: _____

ARC Signature: _____ Date: _____
Signature Upon Completion