## ARCHITECTURAL REVIEW BOARD REQUEST FORM

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Portola Country Club 42-500 Portola Avenue Palm Desert, CA 92260-2262 Phone (760) 346-5481 / Fax (760) 779-1761

Each homeowner must submit an Architectural Review Board Request Form to the Architectural Committee concerning his/her proposal for any exterior additions, alterations or improvements. Please reference the Portola Country Club Homeowners Association Architectural Guidelines dated September 17, 2015 for more information.

The proposal is a detailed description of the project, including height, width, length, size (sq ft), shape, paint (color samples), materials being used such as awning fabric (color along with fabric sample), wood, metal, and color of brick, stucco, and concrete. Please be explicit, along with the location of said improvement and/or addition. Include or add to page 2, your detailed sketches, drawings and/or blueprints including all affected dimensions.

Note: Please see Architectural Color Book in the HOA Office for Approved Color Samples

The Committee meets the first and third Thursday of each month. In order for your application to be considered at this meeting, it MUST BE SUBMITTED to the HOA Office no later than 12:00 p.m. the Friday prior to the meeting.

PROPOSAL	
PRINT Name:	Owner Phone:
Property Address (PRINT):	
Homeowner's Signature:	Date Submitted:
Address:	
Committee Approval: Yes No	Date of Approval or Denial:
Committee Signatures:	
Comments:	

## PHOTOGRAPHS and/or DRAWINGS (Special Notes)

- Gardening landscape drawings must state type of trees, shrubs, flowers, sand, and stone. Include sketch or drawing showing location of plants, flowers, etc.
- Construction in accordance with an approved plan must start within three (3) months after approval and must be completed within six (6) months after date of commencement.