

THE PROVINCES COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

SUBMISSION FORM WITH INSTRUCTIONS AND CHECKLIST

NAME: _____

ADDRESS: _____

PHONE: (h) _____ (w) _____

EMAIL: _____

For Architectural Committee review and approval of exterior changes including but not limited to decks, sheds, patios, fencing, mailboxes, exterior lighting, landscaping, siding/door/window replacement (even if the project is like for like), the Committee requires the following information be submitted **BEFORE** work begins. If you are unsure your project requires submission, please email the board at **newprovincessevern@gmail.com**.

- A drawing/sketch or picture of the item or alteration desired.
- A detailed cover letter with intent.
- A copy of your property plat.
- The approximate positioning of the item on plat with measurements.
- A complete list of materials to be used and colors.
- Contractor(s) name, address, phone number and license number and/or county permit number.
- Landscaping changes (if any).

Fee Schedule:

Standard Submission - \$25.00

Square Footage Additions (Additional Rooms, Sunrooms) - \$100.00

Please submit documentation and payment via the web portal:
chambers.cincwebaxis.com

If you do not have access to the internet, you may submit documentation and payment via USPS to:

Provinces Community Association - ARC
c/o Chambers Management, Inc.
12051 Tech Road
Suite B
Silver Spring, MD 20904

Please make checks payable to: **Provinces Community Association**