

**ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR CHANGE**

**Union Station**

**Effective December 1, 2018, owners need to submit a \$35.00 fee for processing (this fee will not apply to satellite dish requests). Owners need to check one of the two options for payment below:**

ARC Processing Fee \$35.00

Check attached payable to PSMT

Cashier's Check

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email Address \_\_\_\_\_

Cell/Other Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Improvement: (Complete Description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensed Contractor will be used: Yes  No

Building permit required: Yes  No  If so, have you obtained: Yes  No

Dimensions: \_\_\_\_\_ (if applicable) Contractor Name: \_\_\_\_\_

Color: \_\_\_\_\_ (if applicable) Contractor Phone: \_\_\_\_\_

Location: \_\_\_\_\_ (on home/property) Cost of Project: \_\_\_\_\_

Construction Materials: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Paint/Stain Selection (if applicable): \_\_\_\_\_

(Please list the paint/stain color, manufacturer name, etc.)

**All Submissions must be accompanied with the following:**

- **Architectural drawing and/or pictures**
- **Property survey/plat showing improvement(s)**
- **Description and samples of materials**
- **Evidence of government approval (permits for city and county, etc.) where applicable**

NOTE: REMEMBER TO ALLOW THIRTY (30) DAYS AFTER SUBMISSION TO THE ARC.

**PLEASE RETURN INFORMATION TO:**

**PSMT  
Attn: ARC Request  
2146 N. Thompson Lane, Suite B  
Murfreesboro, TN 37129**

**IMPORTANT NOTICE: FOR YOUR PROTECTION, INQUIRE AND OBTAIN CITY AND/OR COUNTY PERMITS BEFORE SUBMITTING REQUESTS FOR APPROVALS TO THE ARC.**

**APPROVAL OF ANY STRUCTURE BY THE ARC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE HAS BEEN BUILT IN ACCORDANCE WITH ANY GOVERNMENTAL REGULATION(S) OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.**

**NEITHER DECLARANT, THE ASSOCIATION, THE ARC, THE BOARD, NOR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES AND AGENTS OF ANY OF THEM SHALL BE LIABLE IN DAMAGES TO ANYONE SUBMITTING PLANS AND SPECIFICATIONS TO ANY OF THEM FOR APPROVAL, OR TO ANY OWNER OF PROPERTY AFFECTED BY THE DECLARATION BY REASON OF MISTAKE IN JUDGEMENT, NEGLIGENCE OR NONFEASANCE ARISING OUT OF OR IN CONNECTION WITH THE APPROVAL OR DISAPPROVAL OR FAILURE TO APPROVE OR DISAPPROVE ANY SUCH PLANS OR SPECIFICATIONS; NOR SHALL ANY OF THEM ASSUME LIABILITY OR RESPONSIBILITY FOR ANY DEFECT IN ANY STRUCTURE CONSTRUCTED FROM ANY SUCH PLANS AND SPECIFICATIONS.**

Homeowner acknowledges that he/she has read all pages of this form:

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
DATE SIGNED

**INTERNAL USE**

Date Management Firm Rec'd: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Approved: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Rec'd By: \_\_\_\_\_

Date Denied: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Approval/Denial Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architectural Review Committee Signatures:

\_\_\_\_\_  
\_\_\_\_\_

**Note: You may not begin construction on any modification until you have received a written correspondence from the Architectural Review Committee.**