

FAQs

FREQUENTLY ASKED QUESTIONS ABOUT ARC APPLICATIONS

When do I need to apply?

Most changes to the exterior of your home or lot require Architectural Review Committee (ARC) approval. HOWEVER, there are some exceptions listed in Section 2 of the **DESIGN GUIDELINES**. If you are not sure you need to apply, contact the Community Standards Department or the ARC.

Where do I get forms?

Application forms and project checklists are available in the **ARC LITERATURE RACK**. The rack is located in the Business Office, next to the Membership Desk at Orchard Creek Lodge. You will also find forms on our **RESIDENT WEBSITE** at www.suncity-lincolnhills.org. At the bottom of the **Home** page, select **Community Standards** in the **Department** column. If you need a building plot plan, call the City of Lincoln at 645-3320 or ask the Community Standards Dept. to get a copy for you.

What do I need to include?

Your application should include: the signed and dated **APPLICATION FORM**; completed **CHECKLISTS**, with all boxes that relate to your project checked or, if not applicable, marked N/A; and all required **FORMS** and **EXHIBITS** listed on the checklist.

How do I submit my application?

Submit two sets of your Application package in the **DROP BOX** located in the business office next to the Membership/Activities Desk at Orchard Creek Lodge. You may also **fax, e-mail or mail** your application to the Community Standards Manager. **Your application must be received by 2 p.m. on the Wednesday before the next ARC meeting to be included on the agenda for that meeting.**

When will my application be reviewed?

When your application is on the agenda it will be reviewed at a regularly scheduled ARC meeting. **The ARC MEETS AT 9 A.M. on the SECOND AND FOURTH MONDAY of EACH MONTH. SIGN IN starts at 8:30 A.M. the day of the meeting.** Paint and Solar applications are not reviewed at this meeting. Paint is every Thursday, and Solar as we receive them.

How does the review process work?

We encourage you to attend the ARC meeting where you will sit down with two members of the Committee and discuss your project. After your application is reviewed, you will be given your copy stamped "**Approved**," "**Incomplete**" or "**Disapproved**" along with any written comments for required changes.

I cannot go to the meeting, how do I know if I have been approved?

If you are not present at the meeting, your Approved Application will be **available for pickup** at the Membership Desk the following day. If your application is "Incomplete," or "Disapproved" it will be returned to you with a written explanation for the decision and suggestions on how to reapply.

How long is the approval valid?

After receiving approval, Owners have one year, from the date of approval, to implement the changes before the approval is withdrawn and they must reapply. But be aware that most projects must be completed within 90 days of the start of work.

Have Questions? Contact Community Standards at (916) 625-4006