



## *Architectural Review Board Request Form*

1. Complete the information below.
2. Describe, in detail, the work to be performed. See page 2 for general requirements.
3. Attach a diagram/drawing/sample of the work to be done (if applicable).
4. Email or submit this form and the diagram/drawing/sample to the ARB for review. (Please allow one week for a response.)
5. Upon receiving a Letter of Approval from the ARB, the homeowner is then responsible for obtaining any and all governmental permits necessary for the approved work, including zoning approval, inland wetlands and building permits.
6. Notify the ARB upon completion of the work.

**\*\* Please remember that NO work shall begin until all approvals and permits have been obtained from BOTH the ARB and the Town of Monroe.**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Desired/planned start date: \_\_\_\_\_

### **Work to be performed**

- \_\_\_ Finish Basement (Attach drawing/diagram)
- \_\_\_ Fence (Attach style, type, color and property map) (48" maximum height)
- \_\_\_ Deck/Patio Improvement (Attach diagram and location property map)
- \_\_\_ Exterior Painting (Attach color sample)
- \_\_\_ Siding (Attach color and style sample)
- \_\_\_ Roofing (Attach color and style sample)
- \_\_\_ Swingset/Play yard (attach map showing structure and location --see requirements)
- \_\_\_ Other (Type: \_\_\_\_\_)

Please describe the work to be done (please be specific):

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



**Please send Completed ARB forms and/or questions to any ARB member?**

Kim Drosos

Phone: (203)895-5521

email: kdrosos8744@gmail.com

Alison L. Hong MD

Phone: (203)-590-3150

email: hong@chime.org

Christine Wittenauer

Phone: (203)445-8670

email: fwittenauer@earthlink.net



## **ARCHITECTURAL REVIEW BOARD GUIDELINE SUMMARY**

1. Altering the structure of a residence, including the color, roof, and garage, requires the prior written consent of the Architectural Review Board.
2. Homeowners must obtain any governmental permits necessary for any additions or alterations. This includes zoning, wetlands, and building permits.
3. All plans and specifications for improvements and changes must be reviewed by the Architectural Review Board prior to the start of any work.
4. Structures and other improvements are not permitted within ten (10) feet of any perimeter boundary. Swings, gym sets, and “like equipment” are permitted only in the rear of a Homesite Lot. Homesite Lots that have logistically challenging rear lots will be able to locate the swing sets on side yards pending ARB approval. Landscape screening may have to be installed at the discretion of the ARB and all costs will be paid for by the Homesite Lot Owner.
5. Trampolines, as well as swimming pools (above ground or in-ground) are not allowed in Great Oak Farm.
6. Fences may not exceed four (4) feet in height, including posts, and may not extend beyond the front façade of the residence. Only “see-through” picket or lattice fences will be approved; vinyl fences will be considered.
7. All fences bordering a road require prior written approval by the Architectural Review Board.
8. Outdoor clotheslines are not permitted.
9. No trees may be removed from “common” or “conservation” areas without prior written approval of the landscape and Architectural Review Board.
10. Signs indicating commercial use (including “For Sale” signs) are not permitted.
11. There are penalties attached to the violations of these restrictions and guidelines. Fines will be levied. Remember that Great Oak Farm is serviced by underground utilities, wires, pipes, etc. Any damage to this infrastructure as well as to roads or common areas caused by you or your contractors is your responsibility and must be repaired immediately.

The Great Oak Farm Homeowner’s Association cannot be held liable for any losses resulting from the failure of a Homeowner to obtain a valid “Current Certificate of Occupancy” and compliance with all related laws and regulations. It is the responsibility of the Homeowner to comply with the requirements of all local, state and federal laws and regulations.

Please contact the Architectural Review Board or the Executive Board for more inclusive and detailed statements of the guidelines or for further clarification