

DMCA ARC Request/Approval Process

March 2019

1. DMCA members considering an improvement should review the DMCA CCDs (2014, recorded 2015) and the Architecture Guidelines document for guidance and or discuss your plans with either the ARC Chair or Vice Chair.
 - a. For significant improvements such as (but not limited to) a primary home, secondary structure such as garage, barn, etc, additions to primary home or secondary structures, the DMCA requester is strongly encouraged to discuss their plans with either the ARC Chairman or Vice Chairman before submittal of plans
2. Once improvement plans are finalized the DMCA requester should complete and submit an ARC request/approval form along with required supporting documentation as outlined in the Architectural Guidelines Document.
 - a. The request form is available on the DMCA website or is available from the ARC Chair or Vice Chair
 - b. The ARC Chair or Vice Chair can help requesters understand the support documentation needed
3. Once the ARC request and all supporting documentation are received by the Chair or Vice Chair the request will be logged and the review process by the ARC will begin.
4. The ARC will use criteria in the CCDs (2014, recorded 2015) plus BOD approved ARC Guidelines to approve or deny a member's request. Initial review of an ARC request will be processed in a timely manner but can take up to 30days due to committee members absences, or due to the complexity of the request. If after initial review additional information is requested the ARC will have up to 30 days after receipt of the additional requested information to provide a decision for the ARC request.
5. Once ARC review is complete the ARC Chair or Vice Chair will secure signatures of a majority of reviewing ARC members either recommending approval, recommending approval with conditions, or denying approval with the reasons for denial. Denials will be brought to the DMCA Board of Directors for final decision.
6. ARC approvals will be provided to the requester by email or hardcopy.
7. ARC denials will be provided to requester by email and hardcopy. Reason(s) for denial will be provided. Requesters will have 30days (from the date of denial notice) to file an email or written letter appeal with the ARC committee. The ARC will submit the appeal to the BODs at the next meeting for final determination. (Appeals submitted after 30 days of the denial notice will not be considered and the denial will be considered final.)
8. Requesters are encouraged to contact the ARC Chair or vice Chair-person to discuss your plans before formal ARC requests are submitted and before construction is scheduled so the ARC can answer questions and or provide recommendations as appropriate.