

# Lexington Station ARC Submission Form

---

## Architectural Review Committee Submission Instructions

### Before You Begin Your Project

Any changes to the exterior of your home or lot must be submitted and approved in writing by the Architectural Review Committee (ARC) prior to beginning any work.

### Submit Your Application

Please submit the completed form along with all required documents by email or mail to:

Email: [lexingtonstation@gmail.com](mailto:lexingtonstation@gmail.com)

Mailing Address:

Lexington Station HOA

Attn: Architectural Review Committee

753 Bakerfields Way, Suite 102

Bowling Green, KY 42104

You may also drop it off at the HOA management office if applicable.

### Required Documentation

Incomplete applications will delay review. Be sure to include:

- Completed Submission Form
- Site plan or property survey showing the location of improvement and screening of utilities, mechanical equipment and solid waste receptacles.
- Drawings or photos showing proposed work
- Architectural plans
- Color and material samples
- Timeline for construction

### Review Timeline

The ARC has up to 30 days to review and respond. You will receive written notice of approval, conditional approval, or denial. (May Receive by Email)

### Project Guidelines

All work must comply with the HOA Bylaws, Subdivision Restrictions, Development Conditions and all applicable codes. The homeowner is responsible for obtaining any necessary permits. ARC approval does not substitute for city or county or other required approvals.

### After Approval

Begin work only after receiving written approval. Construction of homes must be complete within 270 days all other projects must be completed within 90 days unless otherwise approved. If the work is not completed within the time frame, property owner must submit a request for an extension to the ARC.

### Questions?

Contact the HOA office or ARC Chairperson at 270-791-4397

# Lexington Station

---

## Architectural Review Committee (ARC)

### Submission Form for Construction, Remodeling, Alterations, or Fence Installations

#### Homeowner Information

Name:	
Address:	
Lot Number	
Phone	
Email:	

#### Project Description

Please check the type(s) of project being submitted:

- New Construction
- Exterior Remodeling
- Fence Installation
- Exterior Painting
- Roof Replacement
- Landscaping
- Other (please specify): \_\_\_\_\_

Brief Description of Project:

---

---

---

---

---

---

---

---

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

#### Required Attachments (check each item being submitted)

- Site Plan or Survey – Indicate location of improvement on lot.
- Drawings or Construction Plans – Include elevations, dimensions, and materials.
- Photos – Before and after (if applicable).
- Color Samples – For paint, roof, fencing, etc.
- Material Specifications – Fencing, siding, etc.
- Contractor Info (optional): Name & license number.

**Acknowledgment and Signature**

By signing below, I certify that:

1. I have read and understand the HOA Covenants, Conditions & Restrictions (CC&Rs) and the Architectural Guidelines.
2. The proposed improvements conform to these requirements.
3. No work shall commence prior to receiving written ARC approval.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARC Review (For Committee Use Only)**

Date Received: \_\_\_\_\_

- Approved
- Approved with Conditions (see below)
- Denied (see below)

Comments / Conditions / Reasons for Denial:

---

---

---

ARC Reviewer(s):

---

---

Date of Decision: \_\_\_\_\_