**2018 Blackthorne Estates Architectural Review Committee**

**Change Request Form – Quick Reference Guide**

ALL CHANGES to the exterior of your home or property must be reviewed and approved by the Blackthorne Estates Architectural Review Committee (ARC) PRIOR TO CONSTRUCTION/INSTALLATION, including but not limited to:

* Home additions
* Roof replacement (roof repairs using identical materials do not require ARC approval)
* Siding
* Windows
* Exterior painting
* Driveways and sidewalks
* Stairs and porches
* Decks and patios
* In-ground swimming pools (above ground pools are not permitted)
* Gazebos or other garden structures
* New landscaping (replacement of plants in existing landscaping with similar plant materials do not require ARC approval)
* Fences
* Hot tubs
* Satellite dishes
* Swing sets and play structures
* Basketball goals

Step 1: Complete the ARC Change Request Form (available for download at BlackthorneEstates.org or on NextDoor.com/Blackthorne under Documents.

Step 2: Provide a description of the proposed change and how it will affect your property. Be prepared to provide a plot plan (showing how and where the proposed change will affect your property), drawings or design plans, color or material samples and/or manufacturer website links that provide more detailed product descriptions to help the committee understand the request and expedite review and approval.

Step 3: Submit your completed ARC Change Request form in one of the following ways:

1. Email to: ARCBlackthorneEstatesKC@gmail.com
2. Mail to: 3800 W. 157th St., Overland Park, KS 66224
3. Drop in the BTE HOA Community Mailbox next to the pool parking lot.

Step 4: The ARC Committee will review your request and provide comment or approval within 7 days, provided that the information described above has been provided. Incomplete requests and requests that require a site visit, verification of state, county or city codes, and/or an interpretation of the Declaration of Restrictions by the Board can take up to 30 days.