

Architectural Review Committee  
General Guidelines



**Mission Statement**

The mission of the Architectural Review Committee (ARC) is to oversee architectural changes within the Canterbury Subdivision, for the sole purpose of ensuring a uniform appearance as outlined in the Special Warranty Deed and to maintain a degree of quality, which will continue to increase the home values within Canterbury.

**Application Process**

All improvement applications are to be submitted, to ARC a minimum of thirty-(30) days prior to the desired construction date and require ARC approval before a zoning permit may be issued to the homeowner by Liberty Township. Please submit the form on the next page, including your email address for correspondence purposes.

To apply, the Homeowner will need to send one copy of the building/structure plans and/or site plan to: Mark Gass, via email to [mgass@columbus.rr.com](mailto:mgass@columbus.rr.com), or through mail to his attention at 2663 Bryton Drive, Powell, OH 43065. [Please Note: the application & associated documents become the property of ARC records and will not be returned.](#)

Please include documents covering the following:

1. Architectural plans, showing all construction details
2. Color and texture of building materials
3. Type and character of all windows, doors, and exterior lighting fixtures
4. Type and character of chimneys, and decorative walls, if applicable
5. Type and character of driveways and walkways, if applicable
6. Survey Plot Plan showing location and orientation of the structure, including setbacks, driveway locations, garage openings, and orientation of the structure to the topography.
7. Conformance to the grading and drainage plans, if applicable

ARC has thirty-(30) days to review the improvement project, but we try to process new applications within fifteen-(15) days. If more information or documents are needed, the homeowner will be notified, in which case, more than thirty-(30) days may be required. When the improvement is approved, a letter of approval will be sent to the Liberty Township Zoning Department.

[ARC will not approve any homeowner's project, if the homeowner's association dues are not current.](#)

ARC



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Application Information

Date \_\_\_\_\_

Description of Project \_\_\_\_\_

Owner Name \_\_\_\_\_

Street Address \_\_\_\_\_

Lot Number \_\_\_\_\_

Estimated Time for Construction \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please include this application form with your project's pertinent documents

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homeowner's association dues are not current.