



Dear Inverness North Homeowners,

This email is to clarify the **Architectural Review Committee (ARC) application requirements** for Inverness North and to ensure applications can be reviewed without delay.

Please note that **an ARC application is required for *all exterior changes*** to your home, including but not limited to decks, patios, fences, sheds, additions, exterior lighting, and other visible modifications.

Plat / Survey Requirement

Most ARC applications **must include a copy of the property plat (survey)**. The plat is required to verify property lines, easements, and compliance with HOA guidelines before approval can be granted.

Homeowners may obtain their plat through the following official sources:

- Montgomery County Land Records
- Check Your Settlement/Closing Documents
- Call MC 311
- Hire a Licensed Surveyor

If you need help locating your plat, please reach out and assistance can be provided.

ARC Application Submission Checklist

When submitting an ARC application, **always include all of the following:**

- ☒ Completed ARC application form
- ☒ Copy of the property plat / survey
- ☒ Recent photos of the back of the home (or applicable exterior area)
- ☒ Sketches or design drawings of the proposed change
- ☒ Material details and measurements (size, height, color, materials, placement, etc.)

Incomplete applications cannot be reviewed and will be returned for additional information.

Important Reminder

Work **must not begin** until written ARC approval has been issued. Performing exterior changes without approval may result in required removal or corrective action.

Thank you for your cooperation in helping maintain the standards and appearance of our community. If you have any questions or need assistance locating your plat, please do not hesitate to reach out.