

Jordan Sample
1412 Meadowlark Lane, Willow Creek, ST 00000
Lot 14, Block C, Willow Creek Section 2
jordan.sample@example.com
(555) 010-0142

October 7, 2026

Architectural Review Committee (ARC)
Willow Creek Homeowners Association
Submit to the ARC, c/o the Association office.

Re: Architectural review application, Back yard cedar privacy fence with walk gate, 1412 Meadowlark Lane, Willow Creek, ST 00000

Dear members of the Architectural Review Committee (ARC),

I am requesting the Committee's approval for the following project at my home. I would like to install a 6 ft western red cedar board-on-board privacy fence around my back yard. It runs from the back corners of the house to the west lot line, along the west and rear lines, and back down the Heron Court side to the house, staying behind the front wall plane. The rear run sits just south of the 10 ft drainage easement and the Heron Court run is 3 ft inside the lot line, clear of the sidewalk. One 4 ft walk gate on the Heron Court side matches the fence. Everything is stained Natural Cedar (semi-transparent), and Cedar Line Fence Co. will install it in about 4 days once the Committee approves.

I have reviewed the Association's guidelines. The enclosed compliance table quotes each section that applies (3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9) and shows how the project meets it.

Enclosed: a guideline compliance table; the Association's application form, completed; a site sketch on my plat; a materials and color sheet; a neighbor acknowledgment page; a completeness checklist.

I will not begin work until I receive the Committee's written decision. If anything is missing or unclear, please contact me at jordan.sample@example.com or (555) 010-0142 and I will respond promptly. Thank you for your time and review.

Sincerely,

Jordan Sample
Homeowner

GUIDELINE COMPLIANCE

How the project meets the guidelines

Each applicable section of the Willow Creek Homeowners Association's guidelines, quoted, with how this project meets it.

Section	Guideline (quoted)	How this project meets it
3.1	<i>"No fence, wall, shed, deck, patio or other exterior improvement shall be installed, altered or removed on any Lot without the prior written approval of the Architectural Review Committee ("ARC")."</i>	This packet asks for written ARC approval of the new fence. No work will begin until the owner receives that approval.
3.2	<i>"Each application shall include: (a) a completed ARC Application Form signed by the Owner; (b) a copy of the plat or survey with the proposed improvement drawn on it and its distance from each property line marked;"</i>	The ARC form is filled in, the plat sketch marks every fence run and its distance from the lot lines, and the materials page and cedar spec sheet cover the materials and the stain. The owner adds the signed Neighbor Notification Form before submitting.
3.3	<i>"The ARC shall respond in writing within thirty (30) days after receipt of a complete application."</i>	The owner is submitting the complete packet now and will wait up to 30 days for the ARC's written decision before scheduling the installer.
3.4	<i>"Approved work must begin within ninety (90) days of approval and be completed within six (6) months of approval, or the approval expires."</i>	The 4 day install is short enough to finish well inside the 6 month window. The owner will schedule the start within 90 days of approval.
4.1	<i>"Fences are permitted in side and rear yards. No fence shall extend forward of the front wall plane of the dwelling"</i>	The fence encloses only the back yard and the east side yard. It ends at the back corners of the house, about 40 ft behind the front wall plane (scaled from the plat).
4.2	<i>"Fences located in side and rear yards shall not exceed six (6) feet in height, measured from finished grade."</i>	The fence is 6 ft tall measured from finished grade, which is the maximum. Post tops are cut so no part of the fence exceeds 6 ft.
4.3	<i>"All fences shall be set back a minimum of two (2) feet from any public sidewalk. No fence shall be placed within a drainage easement shown on the recorded plat without the written consent of the Association."</i>	The east run is drawn 3 ft inside the east lot line. The Heron Court sidewalk starts at that line, so the fence is about 3 ft from it. The rear run is drawn 11 ft from the north lot line, just south of the 10 ft drainage easement on the plat.
4.4	<i>"Approved fence materials are cedar, redwood, pressure-treated pine finished with a solid or semi-transparent stain, and white or tan vinyl."</i>	The fence and gate use western red cedar with a semi-transparent stain.
4.5	<i>"The finished side of any fence shall face outward, toward the adjoining Lot, street or common area. Posts and rails shall be on the Owner's side."</i>	The finished side faces Lot 13, Lot 9 and Heron Court. Posts and rails are on the owner's side.

Section	Guideline (quoted)	How this project meets it
4.6	<i>"Wood fences shall be left to weather naturally or finished with a clear sealer or a stain from the approved palette: Natural Cedar, Cape Cod Gray or Chestnut Brown."</i>	The fence will be stained Natural Cedar, which is on the approved palette.
4.7	<i>"Gates shall match the fence in material, height and color."</i>	The 4 ft wide walk gate will be cedar, 6 ft tall and stained Natural Cedar, the same as the fence.
4.8	<i>"Before submitting an application for a fence, the Owner shall provide a copy of the plans to the owners of all adjoining Lots and include the signed Neighbor Notification Form with the application."</i>	Lot 13 (1408 Meadowlark Lane) and Lot 9 (1415 Wren Way) adjoin the fence. The owner must give them the plans and get the signed form before submitting.
4.9	<i>"Fences shall be kept in good repair. Leaning, broken or missing boards shall be repaired within thirty (30) days of notice."</i>	The owner will keep the fence in good repair and fix any leaning, broken or missing boards within 30 days of notice.

WILLOW CREEK HOMEOWNERS ASSOCIATION

Architectural Review Committee: Application for Exterior Improvement

Submit to the ARC, c/o the Association office. Fictional form for illustration.

Owner name	Jordan Sample
Property address	1412 Meadowlark Lane, Willow Creek, ST 00000
Lot / Block / Section	Lot 14, Block C, Section 2
Phone	(555) 010-0142
Email	jordan.sample@example.com

Type of improvement (check one)

- | | | |
|---|--------------------------------|---------------------------------------|
| ☒ Fence | ☐ Shed | ☐ Deck / Patio |
| ☐ Exterior paint | ☐ Solar | ☐ Other |

Description of work	6 ft western red cedar board-on-board privacy fence around the back yard, with one 4 ft walk gate on the Heron Court side. Route, lengths and setbacks are on the enclosed site sketch.
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Dimensions / length	About 201 ft, one 4 ft gate
Height	6 ft
Materials	Cedar boards, posts and gate (spec sheet enclosed)
Color / stain	Natural Cedar, semi-transparent stain
Contractor	Cedar Line Fence Co., (555) 010-0199
Est. start date	Within 90 days of approval
Est. completion	About 4 days after start

Attachments enclosed (see Guidelines Section 3.2)

- | | |
|---|--|
| ☒ Plat / survey with improvement marked | ☒ Material spec sheet or photo |
| ☒ Color / stain | ☐ Signed Neighbor Notification Form |

I agree not to begin work until I receive written ARC approval.

Owner signature

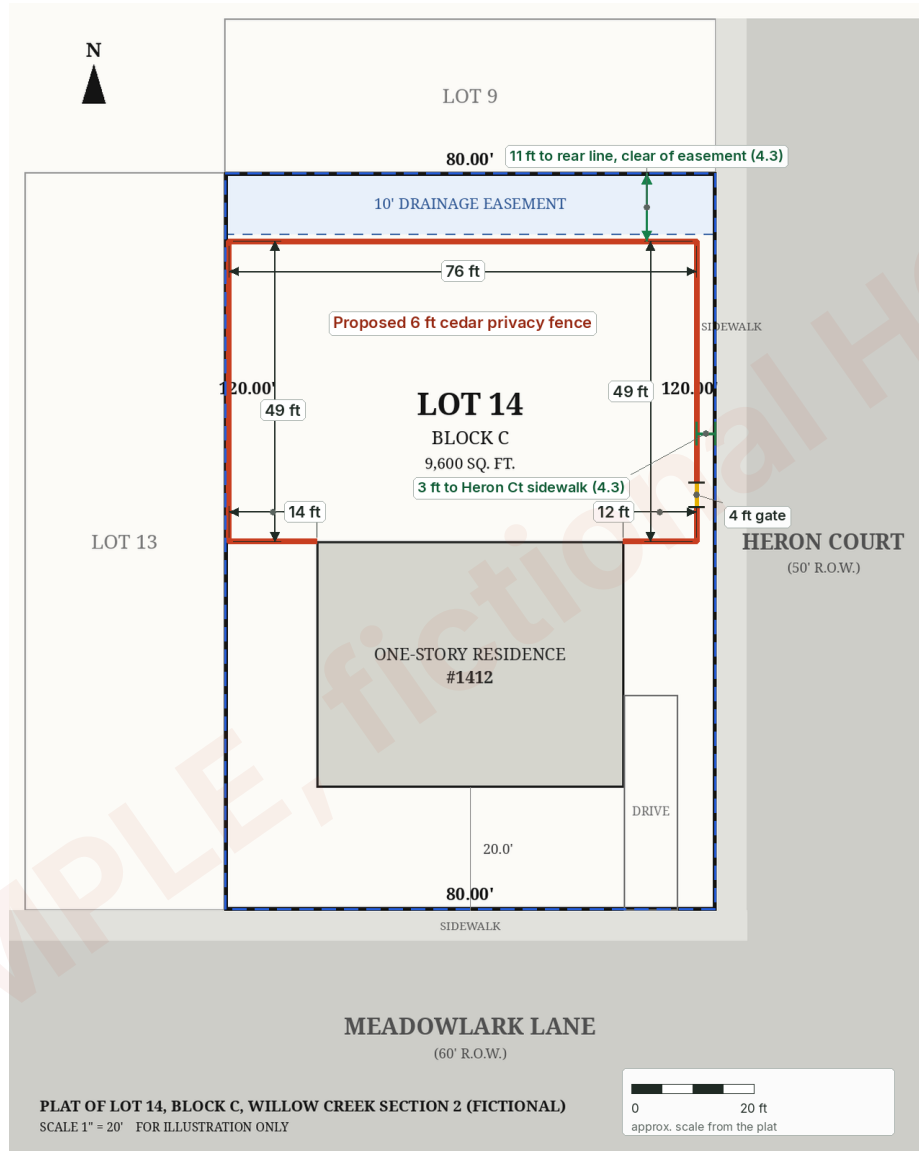
Date

ARC use only: Received _____ Approved / Denied / Conditions _____ Date _____

SITE SKETCH

Back yard cedar privacy fence with walk gate

1412 Meadowlark Lane, Willow Creek, ST 00000, Lot 14, Block C, Willow Creek Section 2. Drawn on the homeowner's plat.



- | | |
|--|--|
| ■ Proposed 6 ft cedar privacy fence | ■ Property line (per plat) |
| ■ Setback distance | ■ Dimension |
| ■ Gate (drawn to its width) | North arrow as shown on the plat |

- Distances are scaled from the plat (1 in = 20 ft). Confirm on site before digging.
- The rear run stays south of the 10 ft drainage easement shown on the plat.
- Finished side faces Lot 13, Lot 9 and Heron Court; posts and rails on the owner's side.
- Total length about 201 ft, including the 4 ft gate on the Heron Court side.

Not to scale. Not a survey or engineering drawing. Locations are approximate and drawn over the homeowner's plat for the Committee's reference; property lines are as shown on that plat.

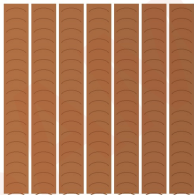
MATERIALS AND COLORS

Materials and color sheet

Install a 6 ft western red cedar board-on-board privacy fence around the back yard of a corner lot, with one 4 ft walk gate on the east side.

Item	Specification	Color / finish	Notes
Fence boards	Western red cedar, #2 and better, 5/8 in x 5.5 in x 6 ft, board-on-board, no gaps	Natural Cedar, semi-transparent stain	Approved material (Sec. 4.4) and palette color (Sec. 4.6).
Posts and rails	4x4 cedar posts, 8 ft on center; 2x4 cedar rails, 3 per section	Natural Cedar, semi-transparent stain	On the owner's side of the fence (Sec. 4.5).
Walk gate	4 ft wide, 6 ft tall, cedar board-on-board on a steel frame, black hinges and latch	Natural Cedar, semi-transparent stain	Matches the fence in material, height and color (Sec. 4.7).
Height	6 ft		
Length	201 linear ft		
Style	Board-on-board privacy fence, finished side facing out		
Installed by	Cedar Line Fence Co., (555) 010-0199		
Planned start	Within 90 days after written ARC approval		
Duration	4 days to install		

Product and site photos



Cedar privacy board
Western red cedar, #2 and better
5/8 in x 5.5 in x 6 ft boards
Board-on-board, no gaps
4x4 cedar posts, 8 ft on center
2x4 cedar rails, 3 per section
Stain: Natural Cedar, semi-transparent
Fictional product sheet

Product spec: cedar picket and Natural Cedar stain

FOR ADJOINING OWNERS

Neighbor acknowledgment

Optional unless the Association requires it. Signing confirms you were shown the plans; it is not a vote. The Committee makes the decision.

Homeowner	Jordan Sample, 1412 Meadowlark Lane, Willow Creek, ST 00000
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Project	Install a 6 ft western red cedar board-on-board privacy fence around the back yard of a corner lot, with one 4 ft walk gate on the east side.
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I have been shown the plans and the site sketch for the project described above.

West side, Lot 13, 1408 Meadowlark Lane

Printed name	Signature	Date
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☐ No comments ☐ Comments: _____

North (behind), Lot 9, 1415 Wren Way

Printed name	Signature	Date
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☐ No comments ☐ Comments: _____

BEFORE YOU SUBMIT

Completeness checklist

Mapped to the attachments the Association's documents ask for.

Item	HOA section	Status	Where / what to do
Completed ARC Application Form signed by the Owner	3.2(a)	You add	Form is pre-filled in this packet. Owner must sign and date it.
Plat with fence drawn and distance from each property line marked	3.2(b)	Included	Plat sketch page. Owner should check the distances on site.
Material description with manufacturer spec sheet or photo	3.2(c)	Included	Materials page and cedar spec sheet (file 4).
Proposed color or stain	3.2(d)	Included	Materials page and ARC form: Natural Cedar, semi-transparent.
Signed Neighbor Notification Form from owners of Lot 13 and Lot 9	3.2(e) / 4.8	You add	Give a copy of the plans to both neighbors and collect their signatures before submitting.
Written consent for any work in a drainage easement	4.3	Not needed	The fence is drawn outside the 10 ft easement, so no consent is requested.
Application fee	none	Not needed	No fee is printed in the documents. Ask the Association office.

Only you can supply

- Your signature and date on the ARC form and the cover letter.
- Signatures from the owners of Lot 13 and Lot 9 on the neighbor page.
- A quick on-site check of the distances on the sketch before the installer digs (and an 811 call).

Final steps

1. Sign and date the application form and the cover letter.
2. Collect neighbor signatures if your Association asks for them.
3. Submit the whole packet the way the Association specifies and keep a copy with the date you sent it.
4. Do not start work until you have the Committee's written decision.
5. Review period per the Association (3.3): The ARC shall respond in writing within thirty (30) days after receipt of a complete application. An incomplete application will be returned to the Owner and the thirty (30) day period shall begin again upon resubmission.

PLEASE READ

About this packet

YardPacket prepares documents for your submission. Not legal advice, not a survey, not an engineering drawing. Your HOA decides.

- Guideline quotes are copied from the documents you provided. If your Association has adopted newer rules, the newer rules apply.
- The site sketch is drawn over your plat for illustration. Property lines, dimensions and setbacks are approximate and should be confirmed on site; call 811 before digging.
- Approval, timing and any conditions are decided by your Association's committee. Local building permits may also apply.
- Questions about this packet: hello@yardpacket.com, with your order reference.

Order reference: SAMPLE-FENCE. Prepared October 7, 2026.