



HOA Submittal Instructions

1. **To get started, please look into what is and isn't permitted in your HOA.**
 - a. For items not specifically referenced in your HOA's governing documents, please reach out to hoasubmittals@archplanreview.com to request this information.
2. **Once you know what is and isn't permitted in your community, please reference the “What Information to Provide” document, that has been provided to you, when gathering your documents.**
 - a. This is an ever-growing list of common requests. If you do not see your type of request listed, please email hoasubmittals@archplanreview.com to request a detailed comprehensive list of what to provide for the improvement you are requesting.
3. **Visit our website at https://form.jotform.com/BusinessBridge/APR_HOA**
 - a. This e-form does not work well with the Safari browser.
4. **Complete the e-form and attach up to three supporting documents.**
 - a. If you are unable to attach all of your documents, please email remaining documents to hoasubmittals@archplanreview.com once you have submitted the e-form.
 - i. Please reference the purpose of your email when sending the remaining documents so that the HOA Review Specialist understands where the provided documents go.
 - b. Submitting all plans as PDFs is not required but will speed up internal processing time.
 - c. Additional information may be requested to complete your review.
5. **Pay your Review Fee with credit or debit card** (convenience fees **do not** apply). **Your Application will not be accepted without payment.**
6. **Click “Send to Architectural Plan Review”.**

Please Take Note:

- Only one (1) Improvement will be reviewed per Application. If you are planning to complete multiple projects simultaneously, you will need to submit and pay for them separately.
- Once submitted, your request is added to our queue and will be reviewed in the order it was received. If all the necessary details pertaining to your project have been provided to APR, your project will be reviewed for a Final Decision.
- The Reviewer may request additional information regarding your project. This will place your project “On Hold”. The review timeline will not continue until the supplementary material is received.
- APR has up to thirty (30) days after receipt of both your application as well as all details required to complete the review and provide a decision (*unless an alternate timeline is described within your community's governing documents*). All official review responses will be sent to the Homeowner via our automated email system.
 - **Homeowners are required to check spam/junk mail folders prior to reaching out for a status update.**