



THE GOVERNORS CLUB

PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL REVIEW BOARD SUBMISSION FORM

PLEASE FILL OUT COMPLETELY. This submission is in reference to the following property:

PROPERTY OWNER: \_\_\_\_\_

LOT#: \_\_\_\_\_ STREET ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

START DATE: \_\_\_\_\_ ANTICIPATED COMPLETION DATE: \_\_\_\_\_

Check All That Apply

\_\_\_ Major Renovation \_\_\_ Home Additions \_\_\_ Pools \_\_\_ Structures \_\_\_ Outdoor Kitchen  
\_\_\_ Exterior Changes \_\_\_ Landscape \_\_\_ Fence \_\_\_ Patio \_\_\_ Roof \_\_\_ Driveway \_\_\_ Other

ARB review may take up to 30 day on major renovations and improvements – 5 business day decision on minor improvements.

Include a copy of Brentwood Codes approval if required by the City

All Major Renovations Home Additions, Pools, Structures, and Outdoor Kitchens will require a licensed Architect and or Landscape Designer to review.

Please include with your submission:

- ✓ Description or picture of the requested item. Material, color, height, etc.
- ✓ A plat plan of your property showing where the above is going to be placed (If required). Include property boundaries and easements. If project involves extensive landscaping, pay particular attention to paragraph 1.4.C of the ARB guidelines for specific details to be submitted.
- ✓ Contractor, Architectural and Landscape Renderings.
- ✓ A professional design review fee of \$500.00 is required for submittals. Make checks payable to The Governors Club POA.

\*Professional designer review fees are subject to change depending on the complexity of each review.

NO FEE - For Exterior Changes, Landscape changes, fences and repairs or maintenance where the home or property is being updated or restored to original design, colors and or landscaping. The ARB recommends that you provide a landscape architectural design with this form.

- ✓ List below or in an attached letter any additional information that will be needed to properly review your submittal, describing changes.
- ✓ Description or picture of the requested item. Material, color, height, etc.
- ✓ If you are turning in landscape changes only, submit a detailed plan, drawn showing property lines, set-backs, label all plant material with name and size. See ARB guidelines for specific requirements of submittal.
- ✓ Fences cannot obstruct the flow of surface water or water in any drainage easement. All fence locations must be staked prior to ARB submission so a visual survey can be conducted.

Please provide a detailed description of item(s) marked above. Include where applicable: material, color, size, height, type and location. Attach any additional documents as listed above.

**Examples of ARB NO FEE Submission for minor exterior renovations** are included, but not limited to - garage doors, shutters, patio pavers, replacing deck boards, painting, driveway repair, replacing/repairing roof, gutters, trim with like materials, updating lighting, fixtures, windows and doors. Below, describe in detail your home improvement project.

**Details of Project:**

---

---

---

---

---

---

---

---

---

---

---

*Prior to submission, please review The Governors Club Declaration of Covenants and Restrictions. The Governors Club Declaration of Covenants and Restrictions will supersede any ARB approval. The ARB is authorized to ensure compliance with the Design Guidelines; however, approval by the ARB does not constitute approval by the City of Brentwood.*

---

**Approved ARB submissions must be initiated within 6 months or resubmission is required. Fees apply where applicable. Projects extending more than 1 month after approved completion date may require an extension review and a possible additional fee.**

**Submittal Time Frame:** The Committee will review and make most determinations on **NO FEE** Submissions within five business days of the submission date - excluding holidays and depending on the needs of the review.  
***This Time Frame Excludes FEE Based Reviews.***

**Notification:** You will receive email notification of the decision. Projects in violation of the approved ARB or any Declaration of Covenants & Restrictions, are subject to immediate remedy and possible fines.

**Contractor Work Hours:** 7:00am – 6:00pm Monday through Friday and from 7:00am – 6:00pm during Spring, Summer and Fall months and 7 am to 5 pm during the Winter month, except on certain holidays. A special request must be made to the ARB for Sunday or when the construction gate is closed.

**The owner is responsible for compliance with all requirements and regulations of the City of Brentwood and all other governmental entities.**

**ARB forms and plans are to be submitted to the Architectural Review Board as follows:**

**The Governors Club POA**  
19 Governors Way, Brentwood, TN 37027  
Attn: Onsite Property Manager  
Phone: (615) 474-5027  
Email: [tfuller@thegovernorsclub.net](mailto:tfuller@thegovernorsclub.net)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_