

How to Make an Architectural Request

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Learn how to submit a new Architectural request through the Community Portal.

Modifications to your home or property may be subject to an approval process, based on the governing documents for your community. The Architectural Request process (also referred to as ARC Request) can be managed through the Community Portal allowing you to submit and manage your request online.

NOTE- Options, layout and menu labels may differ on your Community Portal, based on your Association's customization.

Step 1. Login to the **Community Portal**.

NOTE- If you have not yet registered for the Community Portal, [CLICK HERE](#) (<https://eunify.portal.freshdesk.com/a/solutions/articles/151000048694>) for more information.

Step 2. From the main page, select the button labeled ARC Plans (or similar based on Association customization).

ACCOUNT INFO

#	ACCOUNT NUMBER 1507989	📍	PROPERTY ADDRESS 678 Tomorrow Lane	🔒	STATUS Deliq
📅	LAST PAYMENT DATE 11/08/2022	💰	LAST PAYMENT AMOUNT \$11.00	💵	CURRENT BALANCE DUE \$1,052.63

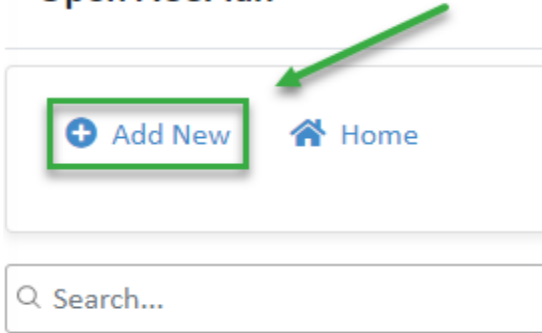
[VIEW ACCOUNT DETAIL](#)
[PAY NOW](#)
[PAY NOW!](#)

THIS IS A PAYMENT INFO MESSAGE

ARC Plans 9 View and add ARC Plans	Request 12 View and add Request	Vehicle 4 View and add Vehicle	Violation 1 View open and closed Violation	Visitor 4 View and add Visitor	Work Order 3 View open and closed Work Order
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Step 3. Click the **Add New** button on the upper left side.

Open ACCPlan



+

Add New

Home

Search...

Step 4. Review **Instructions** to make sure your request will meet all necessary requirements.

Instructions

This form has been prepared to enable you when submitting your request. Missing ite

Step 5. Review the **Disclaimer** to make sure you understand the process for submission and approval.

Step 6. Complete the **Plan Info** window.

- **Title-** Enter a **Title** for your request.
- **Type-** Select the **Type** of request from the drop down menu.
- **Description-** Enter a description of the type of work you are planning to do.

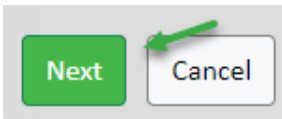
Plan Info

Title:

Type:

Description:

Step 7. Click the **Next** button to go to the 2nd page.



Step 8. Download the documents in the **Submittal Documents** section.

Submittal Documents		
Num	Type	Document
1	11q	Architectural Request Form.PDF
2	ARC Request Form1	Architectural_Guidelines.PDF

Step 9. Print and complete the required documents, then scan or photograph them for upload.

Step 10. Return to the **Architectural Request** page of the (Steps 1 and 2 above).

Step 11. Click the hyperlink for the newly created ARC request.

ACC


[+ Add New](#) [Home](#)

Q Search...

Id ▲	Title ▼	Type ▼	Status ▼	Created ▼
460767	TEST	Room Addition		11/22/2022
464445	EEEE	Remodel		12/27/2022
466931	TEST Finalized Note Stip	Landscaping	Final Approval Review	01/18/2023
472315	TEST ARC submission user	Landscaping		02/23/2023
474882	TEST	Landscaping		03/08/2023

Step 12. Click the **Add Document** button.

Plan Info

Id: 474885
Name: Kevin Yelman
Address: 678 Tomorrow Lane
Title: test arbor
Type: Arbor
Description: build an arbor
Documents: 

[+ Add Document](#)

There are no documents attached to this application

Step 13. Complete the **Add file to ARC Plan** window.

- **Title-** Enter a **Title** for your document.
- **Type-** Select the document Type from the drop down window. (This is an optional field and may not be available)
- **Drop Files Here-** Drag and drop the file from your computer into the gray box, or
- **Choose your File-** Click **Select** to locate the file on your computer.

Add file to ARC Plan

Title for first document:

Type

--- SELECT ---

Drop Files Here

or choose your file:

Step 14. Click the **Save** button to finalize your request.

