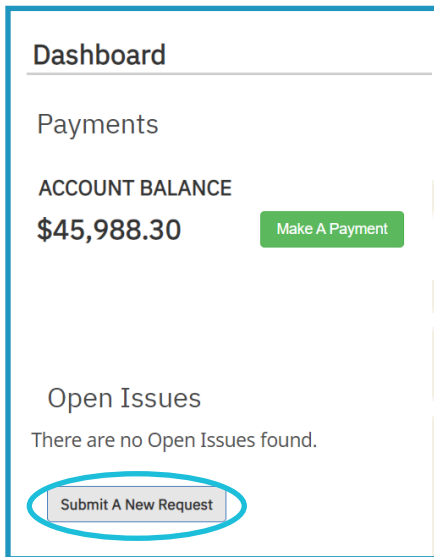The covenants and governing documents of many communities require ARC requests be submitted before any construction or modifications can occur on a property. Let's review how to submit an ARC request online in the Vantaca portal.
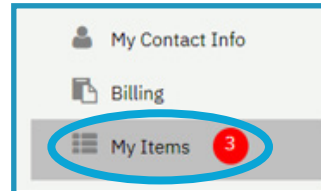
Dashboard

Payments

ACCOUNT BALANCE

$45,988.30   Make A Payment

Open Issues

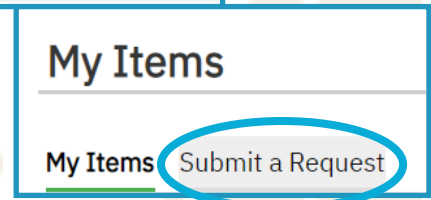There are no Open Issues found.

Submit A New Request

First, we'll need to Submit a Request. We can either reach this page by clicking the "Submit a Request" button on the Dashboard, or by going to the My Items page and clicking the tab at the top of the page called "Submit a Request."
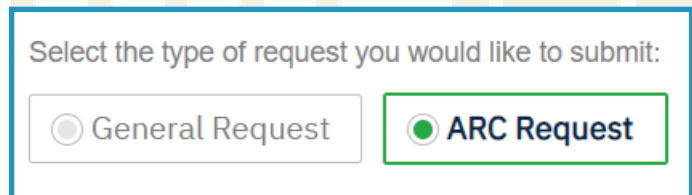
My Contact Info

Billing

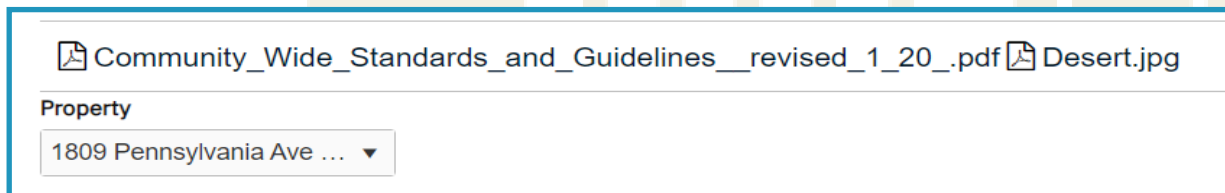My Items   3

My Items

My Items   Submit a Request

You will see two greyed-out boxes on the request page. These boxes are functional - simply click the type of request you'd like to submit to select that category. In this case, we will click on ARC Request. The box will now show as green and active.

Select the type of request you would like to submit:

○ General Request   ● **ARC Request**

Once the ARC Request button is active, more details will appear. Please note that the first item you will see is a PDF of the ARC forms. These forms are REQUIRED for construction and modifications per the guidelines of your community. Please download, complete, and submit the ARC forms provided in order for your application to be processed as quickly as possible!
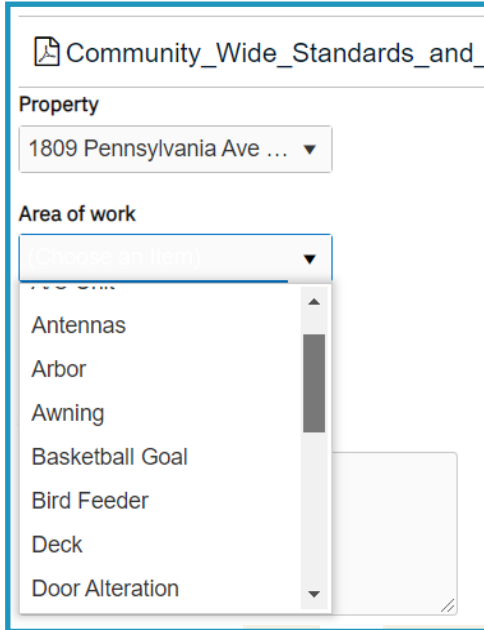
Community_Wide_Standards_and_Guidelines__revised_1_20_.pdf Desert.jpg

Property

1809 Pennsylvania Ave ...   ▼

PLEASE NOTE: Additional documents may be required BEYOND the items included on this page. Please review the ARC requirements for your community thoroughly to make sure that you include all necessary items in your request.

📄 Community_Wide_Standards_and_

Property

1809 Pennsylvania Ave ... ▼

Area of work

(Choose an item) ▼

- Antennas
- Arbor
- Awning
- Basketball Goal
- Bird Feeder
- Deck
- Door Alteration

Once you have downloaded and completed the ARC request forms, you'll need to fill in some information in the portal as well. Begin by choosing the Area of Work that the ARC request will cover. The dropdown menu provides extensive options, but choose the item closest to your project if you do not see it represented in the list.
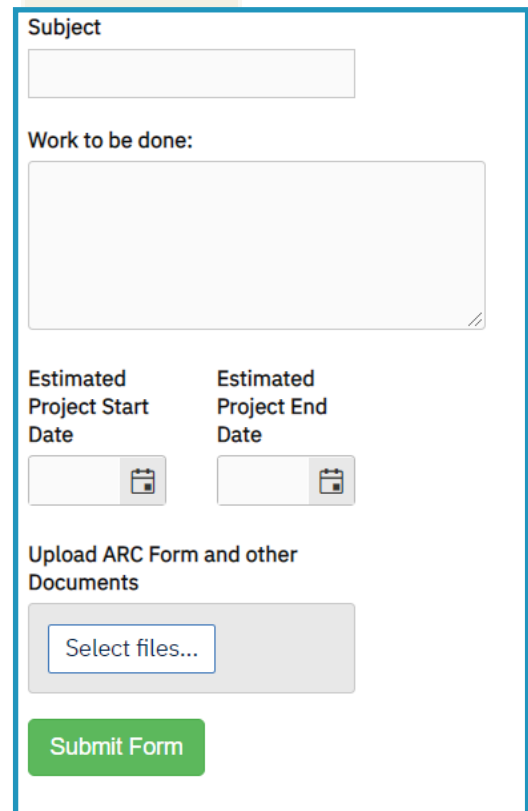
For Subject, enter the title of your project. This could be "new fence" or "painting front door."

In the box below Work to be Done, provide a detailed description of what will be done over the course of this project. Don't forget to include information such as the proposed materials or what contractor, if any, you have hired to complete the work.

Please estimate the start and end date of your project. Remember: NO work can begin until your application has been approved. Use your best judgment or contractor quote to approximate the project dates

Click "Select files" to upload the completed ARC forms. These MUST be submitted as a part of the application.

Once all information is complete and the ARC forms are uploaded, click Submit Form to submit your application for review!

Subject

Work to be done:

Estimated Project Start Date 📅

Estimated Project End Date 📅

Upload ARC Form and other Documents

Select files...

Submit Form

Please note that community documents allow for various lengths of time for the relevant committee to review. You will be notified when the committee has made a decision or if additional information is needed!