

REQUEST FOR ARCHITECTURAL APPROVAL

Owner (Applicant): _____

Account #: _____

Property Address: _____

Phase: _____ Lot: _____ Block: Village/Subdivision: _____

Contractor Information: _____

Contractor Name: _____

Contractor Phone: _____ Contractor Email: _____

EST Project Start Date: _____ EST Project End Date: _____

Contact information should the Committee wish to contact you for additional information (please circle one):

Phone: Home) _____ Work) _____ Cell) _____

Mailing Address (if different than above): _____

City: _____ State: _____ Zip: _____

Email Address: _____

Modification or Addition Requesting:

Detached Structure/Building

Fence

New Construction

Paint

Play Equipment

Retaining Wall

Satellite Dish

- Solar Screen(s)
- Exterior Modifications
- Landscaping
- Ornamentation
- Patio/Arbor/Deck
- Pool/Spa
- Roof
- Shed
- Storm Door

Other: _____

Description of and reason for the request (**Required**):

Is this request in response to a violation letter we sent you? Yes No

Please make sure you have attached/included all of the following information:

A completed Submission Form (including signature below the Owner Acknowledgement notice on next page)

A description of the project, including height, width, depth, roofing materials, colors, etc.

A complete materials list of the project, including paint samples and/or stain color

A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations, and other data can be used in conjunction with the plat and professionally drawn plans for all additions and new homes)

A site plan showing the location of the house along with any other structures on your lot and the proposed structure (on a plat) No hand-drawn sketches allowed for new buildings and additions.

(Including dimensions from the property line or other structures)

Please send your request to: Lgoguet@ScotchhallpreserveHOA.com or drop the full submission off at the office. Include a check for the amount required. Fees are on a separate sheet and can be updated and changed without notice.

For Office/Committee Use Only:

Date Submission Received: _____

APPROVED

APPROVED W/STIPULATIONS

DENIED

DENIED – INSUFFICIENT INFORMATION

Stipulations/Comments/Suggestions:

Committee Pre-Approval Inspection: _____

Committee Post-completion Inspection: _____

Owners Acknowledgements:

I understand:

That no work on this request shall commence until I have received approval of the Architectural Review Board (ARB);

Any construction or alteration to the subject property before the approval of the Architectural Review Board is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at **MY OWN EXPENSE**.

If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.

That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;

That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;

All proposed improvements to the property must comply with city, county, state, and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver or modification of any codes. My signature indicates that these standards are met to the best of my knowledge.

That any variation from the original application must be resubmitted for approval;

That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions, and Restrictions for the HOA.

This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.

The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted.

The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements.

The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable.

The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.

It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations, and sound practices. Your association, the ARB Committee, and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants, and standards. I also certify that the improvements will be completed by the approved application. I understand that construction is not to begin until approval has been received from the Architectural Review Board.

The Architectural Review Board has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____

Date: _____

Co-Owner/Applicant Signature: _____

Date: _____

Informational Addendum

REVIEW PROCESS – The Governing Documents stipulate the ARB has 60 days to review the application before notifying the owner of the decision.

However, the ARB will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ARB may request additional information to help clarify your proposal. Meetings will take place once a month to help expedite the process.

APPLICATION – The application must be accompanied by necessary documents, photos, drawings, brochures, and information necessary to present to the ARB.

Property owners must sign the application. The contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ARB.

NOTIFICATION - All owners will be notified in writing by mail (USPS) once the request has been approved or denied postmarked within 10 days of the meeting.

APPEALS – Appeals of an ARB Committee decision must be in writing and within 30 days of the notification. All requests must be based on the association documents, all appeals will be presented to the Board of Directors for a final decision.

Checklist

1. Narrative description of the proposed home and/or landscape improvement changes or additions. Cite materials and colors to be used. State similarities to existing structures as appropriate. Use additional sheets of paper if necessary.
2. Please attach drawings to this request showing all proposed improvements including relationship to existing structures, landscaping, setbacks, and lot lines. Two drawings (No hand-drawn depictions) or more are needed to clearly show proposed improvements including but not limited to:
 - A. Plot Plan- "top-down view" – the improvements should be drawn on a copy of your lot survey to show where the change will be placed.
 - B. Elevations(s) – side, front and rear views – one or more as necessary.
3. Attach a complete hardscape and landscape plan showing property lines and setbacks.
4. Attach paint or siding samples if applicable. (This includes black and white).
5. Attach permit and inspection documents as needed.
6. Reason for change/addition