

## **Request for Design Approval**

Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

On the reverse of this form, or attached, please describe the proposed changes or additions to your property. Include a drawing of your lot and indicate the location of proposed change or addition, distance to property lines from proposed change or addition, dimensions of property and relevant surrounding features. Also this request must include a sketch with the following information: style, dimensions, material, color of the proposed change or addition, and proposed construction time schedule. Requests for repainting must include a color sample. Should the trustees require additional information; your request will be deferred until additional information is received. (i.e. the 45 day approval process begins once all information requested has been received by the trustees.)

1. Written approval must be received before any building or construction can commence.
2. Approval does not constitute municipal building department approval.
3. Applicant agrees to obtain necessary municipal building permit prior to commencement of any work. Failure to do so will result in the withdrawal of approval.
4. Approval is not a guarantee of structural safety or engineering soundness.
5. Applicant agrees not to alter existing drainage patterns on the lot without express approval of the trustees.
6. Upon completion of improvement, applicant agrees to immediately notify the trustees and authorizes them to enter onto property to inspect the improvement. Failure to notify the trustees of completion or refusal to allow inspection shall result in the withdrawal of approval.
7. Any time during the process, the applicant agrees to comply with any request to enter onto the property or for additional information for purposes of determining if the improvement is being constructed in accordance with the approval plan and in compliance with the covenants and guidelines. Refusal by the applicant shall result in the withdrawal of approval.
8. Failure to start within time specified on application shall result in the withdrawal of approval unless an extension is requested and approved in writing.
9. Misrepresentation of any items in this request, either oral or written, may void any approval by the trustees.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to complete the project by the agreed upon date will result in a \$30 per day fine until the project is completed. This fine shall be enforceable via lien by the Association unless an extension is granted in writing by the Trustees. It is the responsibility of the homeowner to request an extension. Such lien shall be enforced against the owner's property as permitted by law. Attorney's fees and court costs shall be recoverable for enforcement of such lien.**