

[HOA Name] _____

Architectural Approval Request

Have you registered your project on the HOA website? If YES, continue with this request.

Purpose: This form must be completed and submitted to the Board of Directors for approval before starting any exterior changes, additions, or modifications to your property. Work may not begin until written approval is granted.

Homeowner Information

Name: _____

Property Address: _____

Phone Number: _____ Email Address: _____

Project Information

Project Type: (Check all that apply)

- ☐ Exterior Paint/Color Change
- ☐ Landscaping Changes
- ☐ Fence Installation/Modification
- ☐ Patio/Deck Addition or Alteration
- ☐ Roofing Replacement
- ☐ Driveway or Walkway Changes
- ☐ Other (Specify):

Description of Proposed Project:

(Provide a detailed explanation including materials, colors, dimensions, and any special features)

Reason for Change:

Supporting Documents (Required)

1. Drawings, plans, or sketches showing the proposed work
2. Material and color samples (paint chips, brochures, etc.)
3. Photographs of current area/structure
4. Plot plan/site map showing location of proposed change

Timeline

Estimated Start Date: _____ Estimated Completion Date: _____

Contractor Information (if applicable)

Company Name: _____

Contact Person: _____

Phone Number: _____

License Number: _____

City or County Requirements

- ☐ I have confirmed this project meets all local building codes and zoning requirements.
- ☐ A copy of all required permits will be provided before work begins.

Homeowner Acknowledgement

I understand that:

- Board approval does not replace or supersede local permit requirements.
- No work will begin before written Board approval is received.
- I am responsible for the project's completion, quality, and maintenance.
- Any changes from the approved plan must be resubmitted for approval.

Homeowner Signature: _____ Date: _____

Board of Directors Use Only

Date Received: _____

Reviewed By: _____

Decision: _____

☐ Approved

☐ Approved with Conditions

☐ Denied

Conditions/Comments:

Board Signature:

_____ Date: _____