

APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your Community Governing Documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Association.

We cannot approve any application submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form **with 2 copies of plans, drawings, and/or literature** to:

Real Property Management, Inc.
Attn: Property Manager
9054 Cotter Street
Lewis Center, Ohio 43035

COMMUNITY NAME _____

NAME _____ **DAYTIME PHONE** _____

ADDRESS _____

TYPE OF ALTERATION/MODIFICATION (S) REQUESTED:

Estimated completion date for project(s): _____

(must be completed within 30 days of approval)

Your application for Alteration/Modification [has] [has not] been approved as submitted.

Signature of Association Director, Agent, or ARB Officer

Date: _____

Note: _____

Be sure to read the governing document for your community and complete the attached checklist before you submit your application for approval. Be certain to attach the \$15.00 processing fee (non-refundable) made payable to Real Property Management. There may be additional costs and/or deposits related to the review and approval that are required by the Homeowner's Association and are the responsibility for payment to the Association by the homeowner. Any application that deviates from the approved plans will be inspected by the Association for compliance. Please allow at least 30 days for reviews to be completed.

After you have received your approval from the Association, contact the Township you reside to receive your permit (if necessary). The Township you reside may require an approval letter from the Association and a site plan depicting your improvement on your lot/home.

DATE REQUEST RECEIVED _____ **REQUEST PAID** _____

ARCHITECTURAL REVIEW CHECKLIST

Your Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction of installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. Only complete submittals will be considered.

- ❑ Complete copy of the Alteration/Modification Application.
- ❑ Two (2) sets of complete building and site plans with specifications for the building and other permitted structures.
- ❑ Clearly marked site survey showing the location of the proposed improvement.

The Architectural Plans shall include (additions or structural changes):

- ❑ Floor plans for all floors.
- ❑ All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- ❑ Selection of all exterior materials and finishes.

Landscape Design Review

- ❑ Two (2) complete sets of Landscape drawings and specifications.
- ❑ Landscape Plan should show:
 1. Existing and proposed trees.
 2. Proposed tree/vegetation removal.
 3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
 4. Pool/screen enclosures.
 5. Pool, air conditioning, and irrigations equipment and method of screening.
 6. Utility meters, air conditioning condensers and method of screening.
 7. Low voltage landscape lighting with fixtures and transformer types and locations.
 8. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on Site Plan.
 9. Playground equipment.
 10. Plant materials list.

**SUBMITTED PLANS APPROVED AS NOTED SUBJECT TO TOWNSHIP ZONING
REGULATIONS**

REVISED
May 2007

The satellite dish plans as submitted are approved as noted with the following checked items to be added to the satellite dish plans submitted for review:

Address: _____

_____ Site plan submitted showing location of satellite dish on property

_____ Satellite dish to be of natural color

_____ Satellite dish to not exceed 18 inches in diameter

_____ Location of satellite dish to be installed in the side yard or rear of home attached to home or in mulch bed

_____ View of satellite dish to be hidden by landscape screening

_____ Other:

This becomes part of the approval package for the above referenced location.