

ATTACHMENT B

TUCKERMAN HEIGHTS HOMEOWNER ASSOCIATION

ARCHITECTURAL CHANGE APPLICATION

Instructions

- Type or print legibly – PLEASE READ INSTRUCTIONS AND COMPLETE ALL SPACES. USE A SEPARATE APPLICATION FOR EACH REQUEST
- County laws require you to obtain a building permit on most structural changes to your home and some of your lot. This may include fences, decks, patios, sheds, etc. You are responsible for contacting the County to determine if a permit is required. Approval or denial of an application is based on the HOA criteria. Property owner has sole responsibility for compliance with the County and State codes, laws and regulations.
- Homeowner must contact *Miss Utility* at 800-257-777 prior to any digging on your property or adjacent common area.
- ATTACH a detailed scale drawing, plat map or blueprint of the lot, with the proposed alterations indicated IN RED. (A copy of your lot location drawing received at settlement is ideal.) Include all lot and alteration dimensions, color changes, materials, and design information.
- Any variation from the original application must be resubmitted for approval.
- ATTACH all structural drawings, including elevation measurements, the color and material list and photo, if available, of the proposed alteration.
- INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED WITHOUT PLANS, ETC., WILL BE RETURNED.
- Use additional sheets of paper if more space is needed for the application
- **SUBMISSION OF THE APPLICATION DOES NOT GIVE AUTHORIZATION TO BEGIN WORK. WRITTEN APPROVAL MUST BE OBTAINED PRIOR TO COMMENCING ALTERATIONS.**

NAME OF HOMEOWNER: _____
ADDRESS: _____

DATE SUBMITTED: _____
HOME PHONE: _____

LOT #: _____

WORK PHONE: _____

SIGNATURE: _____

DATE WORK TO BEGIN: _____

DATE TO BE COMPLETED: _____

DESCRIPTIONS OF DESIGN CHANGES OR IMPROVEMENTS

A. PROPOSED ALTERATION:

B. MATERIALS:

C. DIMENSIONS:

D. COLORS TO BE USED AND FOR WHAT CHANGE:

E. ADDITIONAL DETAILS:

SIGNATURE AND COMMENTS FROM HOMEOWNERS WHO ARE AFFECTED BY THE PROPOSED CHANGES IS REQUIRED. THEIR SIGNATURES INDICATE AN AWARENESS OF YOUR INTENT AND DO NOT CONSTITUTE APPROVAL OR DISAPPROVAL. SIGNERS ARE ENCOURAGED TO WRITE TO THE ASSOCIATION IF THEY HAVE COMMENTS OR RECOMMENDATIONS.

1. _____
signature comment, if any address

2. _____
signature comment, if any address

3. _____
signature comment, if any address

FOR COMMITTEE OR BOARD USE ONLY

DATE RECEIVED: _____ **DATE ACTION TAKEN:** _____

APPROVED: _____
With the following exceptions:

DISAPPROVED: _____
For the following reasons:

INCOMPLETE/PENDING REAPPLICATION: _____
Incomplete _____
Returned to Owner _____
Other information needed: _____