

HIDDEN PONDS SUBDIVISION ARCHITECTURAL CHANGE REQUEST

- TYPE or PRINT - 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 on 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 Architectural Applications are based on the Homeowners Association criteria. Property owner has sole responsibility for compliance with County codes and regulations.
- ATTACH a detailed, scale drawing plat map or blueprint of the lot, with 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 structural drawings, including elevation measurements, the color and material list and photo if available, of proposed alteration.
- INCOMPLETE APPLICATIONS, OR APPLICATIONS SUBMITTED WITHOUT PLANS, ETC., WILL BE RETURNED.
- Use the reverse side of Application if more space is needed.
- SUBMISSION OF APPLICATION DOES NOT GIVE AUTHORIZATION TO BEGIN WORK. WRITTEN APPROVAL MUST BE OBTAINED PRIOR TO COMMENCING ALTERATIONS.

Name: _____
 Address: _____
 Signature: _____
 Lot #: _____ Block: _____

Date Submitted: _____
 Work Telephone: (_____) _____
 Home Telephone: (_____) _____
 E-Mail Address: _____
 Date Work to Begin: _____
 Date Work to be Completed: _____

- A. Proposed Alteration: _____
 B. Types of materials: _____
 C. Dimensions: _____
 D. Colors: _____ House _____ Trim _____ Door _____ Other _____ Stain
 E. Additional Details: _____

Signature and comments from adjoining property owners who are affected by the proposed alteration. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval. Signers are encouraged to write to the Association if they have additional comments.

	Signature	Comment, if any	Addr
	Signature	Comment, if any	Addr
	Signature	Comment, if any	Addr

_ _ _ FOR HOA USE ONLY _ _ _

Date Received: _____ Date Action Taken: _____ Reviewed/ Approved by: _____

APPROVED: ___	NOT APPROVED: ___	INCOMPLETE/PENDING APPLICATION: ___
With these EXCEPTIONS:	For these REASONS:	___ Incomplete
_____	_____	___ Returned to Owner
_____	_____	___ Provide the following:
_____	_____	_____
_____	_____	_____