

Architectural Request Form

PLEASE ALLOW UP TO 30 DAYS FOR PROCESSING

Approval of this application is based solely on the aesthetics and types of material used. It is the Homeowner's Responsibility to secure Building Permits Prior to sending this form to the Association. Any project is subject to local Building Regulations and Restrictions of Record and the Codes & Covenants and Bylaws of your association.

Community Name: _____

Homeowner: _____ Home Ph: _____

Address: _____ Lot: _____ Other Ph: _____

Contractor: _____ Contractor Ph: _____

Nature of Improvement:

Location on Lot if Applicable: _____

Color if Applicable: _____

Estimated start date: _____ Estimated completion date: _____

**Note all work should be completed within 90 days of approval*

The following items **must be attached** or your request will be delayed:

1. _____ A copy of your plot plan showing the location of your requested improvement
2. _____ A copy of the Permit from the City (if required)
3. _____ Color of finished product _____
4. _____ Copy of drawings of deck or other improvements
5. _____ Photo or drawing of fence or other improvement

Homeowner signature _____ Date _____

Email, Mail or Fax the above completed copy with all attachments to:

Your HOA Community Management, Inc.
1547 N State Street #210 Greenfield, IN 46140
FAX: (317) 467-0465 **Email:** Info@yourhoahelp.com
Questions? Feel Free To Call Anytime! (317) 682-0571

For Association Use Only

Board Member: _____ Title: _____

Date: _____ Approved: **Yes** **No** Signature: _____

Notes:
