

# Architectural Modification Request Form

Revised 6-6-15

Orchard Walk Homeowners Association

In accordance with Article VII of the OWHA Declaration of Covenants, Conditions, and Restrictions, this form is required for all modifications to property. This form is necessary for **anything that may be visible from the street**, including anything above the fence line in back of the house.

Turn in this form and the diagram(s) to a Board Member or the OWHA mailbox at the secretary's house.

Architectural Modification Requests will be reviewed and approved by the Architectural Committee and/or Board of Directors at their next scheduled meeting. Please allow up to 60 days for the approval process.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Sumerlin Dr.

Contact Phone(s): \_\_\_\_\_

I request approval for the following modification(s): \_\_\_\_\_

Please attach any description/sketch needed for the Architectural Committee to visualize the appearance of the finished project. This includes plans which **show location** of the requested modification in relation to home **and dimensions**. Also include **composition** and **color** of materials to be used. Incomplete or vague submissions will cause your request to be delayed.

Requested Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_

The work is to be performed by: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- I understand that submission of this form alone does not fulfill all requirements for approval. Committee may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.
- I understand that I cannot begin any modification until the OWHA Board or Architecture Committee informs me of their approval.
- I acknowledge and agree that I will be solely liable for any claims including, without limitation, claims for property damage or personal injury which result from the requested modification. I hereby indemnify OWHA from all such claims.
- I understand and acknowledge that I am responsible for complying with all applicable codes and ordinances and for obtaining all necessary permits and inspections for the requested modification and further that I am responsible for all maintenance, repair, and upkeep of said modification.
- If any change is made that has not been approved, OWHA has the right to ask the homeowner to remove the modification from the property at the owner's expense.

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Date received by a Board member: \_\_\_\_\_ Member receiving packet: \_\_\_\_\_

## Action of the Architect Committee:

- ☐ Approved as requested. ☐ Approved subject to the following conditions/modifications:
- ☐ Disapproved for the following reason(s): \_\_\_\_\_

Members Reviewing

Name	Date	Status
_____	_____	Approve / Disapprove
_____	_____	Approve / Disapprove
_____	_____	Approve / Disapprove
_____	_____	Approve / Disapprove