

Homeowner's Association of Village Green, Inc.
P.O. Box 2648
Harvey, LA 70059-2648
(504) 214-1477
www.villagegreen.homestead.com

Architect Review Committee

Date: _____

RE: Request for Building or other Improvements:

Homeowners, _____
Name

residing at _____
Address

respectfully request the approval to place, erect or alter _____

In order to insure that requests are made to and received by the Architectural Review Committee, such requests must be made in writing and transmitted by certified or registered mail with return receipt requested. The Architect Review Committee will respond to your request within (30) days.

Thanking you in advance for your consideration,

Homeowner/s

Approved / Disapproved
Architect Review Committee

**Homeowners Association of Village Green, Inc.
Design and Construction Guidelines**

For Use Only of the Homeowners Association of Village Green, Inc. (Please print legibly)

Note: Please attach homeowner's permit from the Jefferson Parish Department of Inspection and Code Enforcement.

Verification (Required)

Annual Assessment Paid Yes No Amount Paid \$ _____ Date Paid ____/____/_____
(MM/DD/YYYY)

Act of Sale or Mortgage Bill (Required)

Act of Sale Date of Act of Sale ____/____/_____
(MM/DD/YYYY)

Homeowner Name _____ / _____
(Print exact name as it appears on the Act of Sale) (Print exact name as it appears on the Act of Sale)

Mortgage Bill

Name _____ / _____
(Print exact name as it appears on the Mortgage) (Print exact name as it appears on the Mortgage)

Driver License No. _____ License Plate No. _____
(Required) (Required) (As it appears on the Vehicle Registration)

Vehicle's Owner Name _____
(Required - Print exact name as it appears on the Vehicle Registration)

Address _____
(Required - As it appears on the Vehicle Registration)

Approved Disapproved (Provide reason(s) for disapproval)

Board Member Name _____
(Required - Print First Name, Last Name of the Board Member)

Board Member Signature _____ **Date** ____/____/_____
(Required) (Required - MM/DD/YYYY)

PRIVACY ACT PROTECTED

The information is for use only within the Homeowners Association of Village Green, Inc. and will not be furnished to any commercial enterprise, company, representative, organization, or agency outside the Homeowners Association of Village Green, Inc.

Homeowners Association of Village Green, Inc.
Design and Construction Guidelines

If your Architectural Review request is approved, you must obtain the permit from the Jefferson Parish Department of Inspection and Code Enforcement before starting your project. The **Architectural Review approval is valid for only 90 days.**

Items Needed: Driver License, current Vehicle Registration, and Act of Sale or Mortgage Bill.

Required Information (Please print legibly)

Homeowner Name _____
(Print First Name, Middle Name, Last Name)

Address _____ Home Phone No. (____) _____ - _____
(Number, Street) (Include Area Code)

Cell Phone No. (____) _____ - _____ Work Phone No. (____) _____ - _____
(Include Area Code) (Include Area Code)

(Draw your proposal here)

Property Line

Property Line

Detailed Description of Project
(Include dimensions, material used, etc.)

By my signature below, I certify that the information I have provided in this document is true and correct and understand this agreement and agree to adhere to the instructions contained herein. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to revocation of privileges.

Homeowner Signature _____

Date _____
(MM / DD / YYYY)