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### Architectural Change Request Form

***Please refer to community covenant restrictions for information relating to your planned project***

**OWNER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE SUBMITTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE # (day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (evening) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE INCLUDE THE FOLLOWING**:

\* Description of proposed improvement/landscaping (i.e., types of materials to be used, types of surfaces to be used, color scheme, etc.)

\* Complete dimensions of proposed improvement

\* Include photo, brochure or detailed sketch of improvement / structure / fence / play equipment

\* Location of improvements in relationship to neighboring residences and neighboring

residences' lot line(s). Location of drains, any easement areas, or building restricted areas (if any)

\* Copies of any building permits required.

**The project will be done by:** Contractor \_\_\_ Homeowner \_\_\_

**Please provide the contractors name and information if applicable** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approximate start date after approval** \_\_\_\_\_\_\_\_ **Approximate Completion date** \_\_\_\_\_\_\_\_

**Please briefly describe the proposed changed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**FENCE:**

Fence Height: 4’ \_\_\_\_ 6’ \_\_\_\_

Fence Style: Privacy \_\_\_\_ Shadow Box \_\_\_\_

Fence Design: Scalloped Upward \_\_\_\_ Scalloped Downward \_\_\_\_\_ Straight Top\_\_\_\_\_ Decorative Top \_\_\_\_\_

Fence Material: Wood \_\_\_\_\_ Vinyl \_\_\_\_\_

Fence Stain Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Solid Stain \_\_\_\_\_ Transparent Stain \_\_\_\_\_

**Deck/Porch/Patio:**

Deck / Porch / Patio Length \_\_\_\_\_\_\_\_\_\_ Width \_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_

Deck Material: Wood \_\_\_\_\_ Concrete\_\_\_\_\_

Deck/Porch/Patio : Color \_\_\_\_\_\_\_\_ Solid Stain \_\_\_\_\_ Transparent Stain \_\_\_\_\_

Patio Covering Dimensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patio Covering Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME ADDITIONS:**

*\*Must submit rendering and copies of completed addition as appears attached to main dwelling.*

Deck / Porch / Patio: \_\_\_\_ Front Door Change \_\_\_\_\_ Addition \_\_\_\_\_

Driveway Expansion: \_\_\_\_ Storm Door \_\_\_\_\_ Lighting Change Front Of Home \_\_\_\_\_

**SATELLITE DISH:**

*\*Inconspicuous, rear location required if will provide adequate reception*

Satellite Dish Dimension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLAY STRUCTURES / RECREATION EQUIPMENT:**

Structure Material: Wood \_\_\_\_\_ Metal \_\_\_\_\_

Structure Description: Swings / Slide \_\_\_\_\_ Fort \_\_\_\_\_ Play House \_\_\_\_\_

**Hot Tub**: Enclosed from View: Yes \_\_\_\_\_ No \_\_\_\_\_ Fenced in Yes \_\_\_\_ No \_\_\_\_ (must be at least one)

**PAINT COLOR CHANGE:**

*\*Must submit color paint sample*

Front Door: Existing Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shutters: Existing Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House: Existing Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:**

Please Describe : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I acknowledge that the information submitted is correct and I have read and understand the covenant restrictions pertaining to my request. I also acknowledge that any deviations from approved plans require re-submittal to the Architectural Committee prior to commencement of work**.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_

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(Official use only)

Your Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is **APPROVED** as submitted. One copy will be retained for the permanent records of the Committee and one will be returned to the applicant with this memorandum. All construction must be completed in accordance with the approved plans. **Any change or deviation from these plans must receive Committee approval.**

Your Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is **SUBJECT TO** completion of items noted below or on the attached forms. Required drawings must be completed and submitted to the Committee by the due dates indicated. Required changes must be submitted to the committee within one month of receipt of this Memorandum. Project must receive approval before work starts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[See attached]

Your Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is **DENIED** for the following reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[See attached]

Your Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is **INCOMPLETE.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(See attached]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Review Date

**All plans must be approved by the Architectural Review committee (ARC) and receive FINAL APPROVAL prior to beginning construction or installation. After final approval, any changes must be approved by the ARC.**

**Please mail completed form and all requirements to**

**Crestwood Property Management P.O. Box 17094 Indianapolis, IN 46217**