

Salem Woods Civic Association
Deed Restrictions Committee
REQUEST FOR APPROVAL

Property Address _____

Residents making request: _____

Phone Number _____ Email _____ Date submitted _____

Pursuant to the requirements provided in the SWCA Code of Standards and Exterior Appearance Standards, I/We submit the following property improvements, modifications, additions, or structures for approval by the Salem Woods Civic Association. To facilitate my personal planning and/or contracting concerns, I understand that the normal response time for a properly submitted Request is up to 45 days.

WRITTEN DESCRIPTION: (As a minimum include in your description materials, type of construction, precise location on the lot, colors, and size (including width, length, and height))

SUPPORTING INFORMATION: Other items to include/attach to this Request for Approval include product literature showing your design or similar installation, paint strip samples, etc. If additional space is needed to accurately discuss and explain your project, feel free to add as many standard 8 ½ x 11 inch sheets as necessary.

NEIGHBORS ACKNOWLEDGEMENT: In accordance with the Code of Standards I/We have been notified of the contents of this Request for Approval. I understand that I am not giving my permission for approval of this Request, but merely indicating that I have been made aware of its existence and my neighboring property owner's intentions to submit it to the SWCA Board of Directors for consideration. Please obtain the following information from all residents of adjoining lots/property.

ADDRESS

NAME (PRINTED)

NAME (SIGNED)

LOCATION OF IMPROVEMENT/MODIFICATION ON PROPERTY: Please provide an accurate, to scale drawing of your lot (taken from the Plat drawing) showing the exact site where you desire to construct the item. Include all associated streets, easements, and off-sets as required by the city, county, state or zoning commission where applicable. This drawing is a critical portion in the decision making process for obvious reasons (where applicable).

Submit completed request for approval to the Salem Woods Civic Association Office. Please drop your application at the office @ 4549 Revere in the locked box on the backside of the regular mailbox if the office is closed. Your request will be considered as expeditiously as possible, normally at the next regularly scheduled Board meeting. Call for hours of operation ... 495-4844.

Homeowner's signature: I/We the undersigned are the current occupants/owners of the address provided on this request and are aware of the liability assumed, if we should proceed with this project without written approval of the SWCA Board of Directors. We understand that this is the same liability that exists, if we undertake projects as outlined in the Code of Standards without filing a Request for Approval.

NAME	SIGNATURE	DATE
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SWCA OFFICE USE ONLY

Date Voted _____ Approved _____ Rejected _____ Remarks _____
_____ DRC int _____ Notify Complete _____