

Crystal Place Subdivision Architectural Request Form

Pursuant to the Declaration of Restrictions of Crystal Place subdivision, I hereby request approval from the Architectural Control Committee and/or Board of Directors of the Crystal Place Homes Association for the following alterations or construction:

Homeowner(s) name: _____ Telephone: _____

Address of Property: _____

Anticipated Start Date: _____

Alterations (Please check each item to be altered)

☐ Exterior Paint

Description: _____

Main House Color: _____ Trim House Color: _____

Shutter Color: _____ Front Door Color: _____

*** Attach Color Paint Chip/Swatch to obtain Approval**

☐ Deck New/Addition

Description: _____

Type of Deck: _____ (Attached, Floating, 2nd Story)

Decking Material: _____ (Cedar, CCA, etc...)

Framing Material: _____ Rail Material: _____

***Attach copy of Building Plans and Specifications to obtain Approval**

☐ Fence New/Addition

Description: _____

Type of Fence: _____ (Privacy, Picket, etc.)

Height of Fence: _____ (4ft. or 6ft.)

Fence Material: _____ (Cedar, CCA, etc...)

Post/Rails Material: _____ (Cedar, CCA, etc...)

***Attach copy of Lot layout with Fence Specifications to obtain Approval**

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***Approval signature of neighbor if connecting to existing fence where applicable.**

Signature of neighbor

Date

☐ Roof

Description: _____

Type of Material:

☐ Wood ☐ Composite

Product: _____

Roof Color: _____

Warranty: _____

☐ Addition to Existing Structure

Description: _____

***Attach copy of Building Plans and Specifications to obtain Approval**

☐ Miscellaneous Alterations (Hot Tub, Patios, Driveways, Basketball Goal, Flagpole, Play Structure, Swimming Pool, Landscape grade modifications, etc.)

Description: _____

Please include a copy of the building permit obtained with request form submission.

Where possible; providing copies of building permits, contractor information, project bids, etc. will allow us to expedite the review process.

To ensure the fastest processing time, we recommend submitting your application electronically through the HOA email. While mailing is an option, it may take longer to receive and process documents

Email to:
info@crystalplacehoa.org

Mailing Address:

**Crystal Place HOA:
C/o Secretary P.O. Box 861002**

**Crystal Place Subdivision
Architectural Request Form
Shawnee, KS 66286**

I am attaching a copy of my construction plans and specifications and a plan showing the location of the addition or construction project on my lot. I realize it is my responsibility to apply for and obtain a building permit and that this application does not constitute a request for a building permit. I realize that the Declaration of Restrictions of Crystal Place provides that no building may be erected, placed or altered on any lot until construction plans and specifications and a plan showing the location of the structure have been approved by the Architectural Control Committee of the Crystal Place Homes Association. I have reviewed both the **Protective Covenants** and the **Architectural Guidelines** of Crystal Place to be aware of restrictions of design and material for my project. I request approval of this project at this time by the Architectural Control Committee.

Homeowner (PLEASE PRINT)

DATE: _____

Homeowner Signature

Architectural Control Committee:

☐ **Approved** ☐ **Disapproved** **Date:**

Reason(s): _____

Board of Directors of Crystal Place Subdivision:

☐ **Approved** ☐ **Disapproved** **Date:** _____

Reason(s): _____

Date Request Received: _____ **By:** _____