

HIGHLAND SPRINGS COUNTRY CLUB

ARCHITECTURAL COMMITTEE

LONG FORM

PERMIT REQUEST

FOR MAJOR CHANGES

DO NOT start any work until you have received written approval of the Architectural Committee. The Committee meets the first Monday of each month at 9:00 a.m. at the clubhouse office.

PROPERTY OWNER: _____ DATE _____

ADDRESS: _____ LOT NO. _____

TELEPHONE: _____

DESCRIPTION OF PROPOSED IMPROVEMENT: _____

DESCRIPTION OF MATERIALS & COLOR SCHEME: _____

SIGNATURE OF OWNER(S) _____

- () APPROVAL OF ARCHITECTURAL COMMITTEE, SUBJECT TO THE FOLLOWING:
- () SUBMITTAL OF ONE SET OF PROPOSED IMPROVEMENT PLANS
- () COPY OF BUILDING PERMIT, IF REQUIRED BY CODE

_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE	_____ DATE
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A.C. FINAL ACCEPTANCE OF PROJECT: _____

_____ SIGNATURE	_____ DATE
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- () DENIAL OF ARCHITECTURAL COMMITTEE, BASED ON THE FOLLOWING:

_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE	_____ DATE
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**ARCHITECTURAL COMMITTEE
CONDITIONS OF APPROVAL AND DISCLAIMER**

Unless specifically agreed in writing by the Architectural Board, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification, addition or improvement.

During the approval process, the Highland Springs Country Club Owners' Association may require that its architect, landscape consultant, attorney, contractor, etc. review the proposed plans. Such review is limited in scope and may not be relied upon by the owner to ensure correctness of plans from a legal, architectural, structural, engineering, landscaping, etc., standpoint.

The applicant further agrees and represents that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering and/or landscaping standpoint, and will not in any way, other than has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association owned or maintained property.

The applicant is aware that they have ninety (90) days from the date of approval by the Architectural Committee to complete the work described in this application. Should additional time be needed to complete the work, the applicant must notify the Architectural Committee prior to the expiration of this approval for an extension of time on this approval.

The applicant also understands that they will be accountable for any damages or injuries not covered by their contractor.

PROPERTY OWNER: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

SIGNATURE OF OWNER(S)

CONTRACTOR'S NAME _____

CONTRACTOR'S ADDRESS: _____

STATE LICENSE NO. _____ TELEPHONE NO. _____

Please provide a copy of Contractor's Compensation and Liability Insurance Policy

**ARCHITECTURAL COMMITTEE
FACING AND ADJACENT NEIGHBOR STATEMENT**

PROPERTY OWNER: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

DESCRIPTION OF PROPOSED IMPROVEMENT: _____

THE FOLLOWING NEIGHBORS HAVE SEEN THE PLANS THAT I AM SUBMITTING FOR APPROVAL OF THE ARCHITECTURAL COMMITTEE. I UNDERSTAND THAT NEIGHBOR'S OBJECTIONS IN THEMSELVES ARE NOT CAUSE FOR DENIAL, HOWEVER THE A.C. MAY CONTACT THE NEIGHBORS TO DETERMINE THE APPROPRIATENESS OF ANY OBJECTIONS:

FACING NEIGHBOR:

NAME: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

ADJACENT NEIGHBOR:

NAME: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

ADJACENT NEIGHBOR:

NAME: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

REAR NEIGHBOR:

NAME: _____ DATE: _____

ADDRESS: _____ LOT NO. _____

**ARCHITECTURAL COMMITTEE
PLOT PLAN (sample)**

PLEASE INCLUDE THE FOLLOWING:

Lot Dimensions
Setbacks from Property Line
Dimensions of Addition,
Improvement, etc
Drainage Considerations

PROPERTY OWNER: _____

ADDRESS: _____

LOT NO. _____

Rear Lot Line 10'

PROPOSED ADDITION

Patio, Room etc.

EXISTING RESIDENCE

GARAGE

Driveway

Front Lot Line 15'

() ARCHITECTURAL COMMITTEE APPROVAL, SUBJECT TO THE FOLLOWING:

SIGNATURE

SIGNATURE

SIGNATURE

HOMEOWNER NOTIFIED OF APPROVAL BY: _____ DATE: _____

A.C. ACCEPTANCE OF FINISHED PROJECT: _____

SIGNATURE

DATE

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() ARCHITECTURAL COMMITTEE DENIAL, BASED ON THE FOLLOWING:

SIGNATURE

SIGNATURE

SIGNATURE

DATE

Revised 5/12 MCM