

# Project Change Request Form

Homeowner(s) Full Name: \_\_\_\_\_

Contact Email(s): \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

## Change Request Details:

### 1. Nature of Change: (please provide attachments if needed for details):

Modification of architectural plans.

Changes to materials or colors.

Alterations to landscaping plan.

Changes to the lighting plan.

Other (please specify):

### 2. Reason for Change:

Explain the reason for the proposed modification. (Please attach page if needed for details)

**3. Impact on Project Timeline:**

No impact

Minor delay of 30 days or less

Moderate delay of 31-60 days

Significant delay of 61-90 days

Other (Please specify)

**4. Revised Plans or Documentation:**

Attach any revised architectural plans, specifications, or other relevant documentation.

**Declaration:**

I, the undersigned homeowner, hereby submit this change request for the project. I understand that these proposed changes must be approved by the HOA's Design Review Committee (DRC) and the Board of Directors of the Hills of Neskowin HOA before implementation. I also acknowledge the potential impact on the project timeline.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRC signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date reviewed and approved by HON BOD (if applicable): \_\_\_\_\_

This form must be completed by the homeowner and submitted to the HOA's Design Review Committee for their review and approval of proposed changes to the approved project. Incomplete change request applications will be returned to the homeowner for completion before any review is conducted on the request.

**Additional Notes:**