



Architectural Request Form

Date Received by Association: _____	
Homeowner: _____	Street Address: _____
Phone Number: _____	E-mail Address: _____
<p>In compliance with the recorded covenants, conditions, and restrictions of the Association, and with the aim of safeguarding the rights and values of each individual Owner, it is mandatory for any Owner contemplating an exterior alteration to a unit to complete and submit this form along with all required information and plans to the Threechopt Village Homeowners Association Board of Directors prior to initiating any work on the proposed enhancements. We strongly encourage all Owners to thoroughly review the Declaration of Covenants, Conditions, and Restrictions, as well as all Rules, Regulations, and Standards established by the Association before submitting any requests for improvements.</p>	
TYPE OF MODIFICATION: <i>Hold down alt on keyboard to make multiple selections</i>	
DESCRIPTION OF MATERIALS:	
Please make sure to include/attach the following detail: (1) Plot plan with proposed modification(s) to approximate scale with dimensions (2) Complete description (photo/drawings) as to construction design, materials (types & sizes) and color/finish (3) Floor plan, elevation, section drawing (i.e. footings) (4) Copy of City Building Permit (if applicable).	
Size	
Color	
Material	
Contractor	
Roof Shingle	
Ext finish	
Dimensions	
Will the change affect the grade of your lot or your neighbors' lot(s)?	
Estimated start date:	Estimated completion date:



PLEASE PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED CHANGES:

A large, empty rectangular box with a thin black border, intended for providing a detailed description of proposed changes.



The Board retains the right to request further information for clarification purposes. Submit the completed request by emailing **info@threechoptvillage.com**.

I do, by my signature, understand and agree to the following:

1. I assume total responsibility for the upkeep and maintenance of all modifications made and acknowledge that obtaining insurance for the improvements is my responsibility.
2. The modification will not in any way hinder yard care or any other Association maintenance responsibility.
3. I accept total responsibility for any damage to person or properties that may be caused by this modification and hereby hold the Association harmless on any claims from third parties.
4. The Homeowners Association reserves the right to require removal or repair of the modification at my own expense if the modification is not constructed or installed as per specifications submitted for approval with this form; the modification is not maintained in a safe condition satisfactory to the Board of Directors.
5. I certify that I have read and agree to follow the Rules and Regulations pertaining to architectural control and review (if applicable).
6. This request, if approved, becomes part of the permanent file of the unit records held by the Association.
7. The Board of Directors has thirty (30) days from the date of receipt to render a decision.

Homeowner Signature

Date

_____ **Approved** by Board of Directors

_____ **Approved** with the following contingencies by the Board of Directors:

_____ **Denied** by the Board of Directors for the following reason(s)