

Settler's Village Homeowner's Association
Construction Approval Request Form

In accordance with our community covenants, modifications to your property must be approved by the Homeowner's Association board. Please submit this form to request approval for any modifications, improvements, or construction to be performed on your property. This includes but is not limited to sheds, patios, decks, fences, pools, hot tubs, driveway extensions, gazebos, 3-season rooms, ponds, play sets, and awnings. ****Prior to submitting this form, please ensure your plan is within the guidelines of our covenants and all Sheffield Village codes, and that you have obtained or will be obtaining construction permits from the City, where required.** If you are unsure that your modification requires approval from the HOA, please submit this form and the board will advise you accordingly. Your request will be reviewed at the next monthly meeting which is held the first Monday of each month. You will be contacted within 5 days after the meeting regarding approval or concerns with your plan. **Please email this completed form to the board at settlersvillagehoa@gmail.com or mail it to Settler's Village HOA, P.O. Box 141, Avon, OH 44011.**

Homeowner Name: _____

Address: _____

Contact Phone Number: (_____) _____ - _____ Email: _____

Type of construction/modification: _____

Date submitted: ____/____/____ BOARD USE ONLY – Approval Date: ____/____/____

Attach documentation detailing your plan. Examples of requested information are listed below. Please provide enough information so the board fully understands what your property will look like after the construction /modification. Information may be hand drawn or hand written.

- . Drawing or picture of planned construction showing color, design, etc.
- . Engineering information / Blueprint Plans (e.g. dimensions, construction styles, etc.)
- . Construction plan showing location and elevation
- . Materials to be used (size, type of wood, stain or paint color to be applied, etc.)

HOA Board Decision

Homeowner's Name & Address: _____

Your request to build/install your _____ is

- _____ Approved
- _____ Approved with modifications to plan (see modifications required below)
- _____ Not Approved (see reason for disapproval below)

Modifications required or reason for disapproval:

Signature: _____

Settler's Village HOA President

Date: ____/____/____

Remember to submit plan documents/drawings with this form.