

REQUEST FOR ARCHITECTURAL CHANGE

Please Print Clearly

1. Community: Nottinghill Owners Association Lot #: _____
Name: _____ Street Address: _____
Phone: _____ EMAIL ADDRESS: _____

FOR ALL SUBMISSIONS THE FOLLOWING ATTACHMENTS ARE REQUIRED:

- A Plot Plan or a Surveyors Location Report of your lot should have been provided at closing.
Please indicate the location of the proposed addition/improvement will be installed (on a copy).
- Please include **Elevations** and **Blueprints or working drawings indicating all dimensions**.
- If available, a photograph or drawing of a similar completed project.
THE COMMITTEE MAY TAKE UP TO 30 DAYS TO REPLY – PLEASE PLAN ACCORDINGLY – THANK YOU!
- Copy of Neighbor Acknowledgements for Adjacent properties.

2. Requesting architectural approval of the following: _____ Improvement _____ Addition _____ Repair/Replacement
Describe in detail the proposed change: _____

Location: _____ Dimensions: _____

Please list below the major construction materials that will be used in this project. Be as specific as possible: _____

***Requests for exterior color/materials changes MUST submit samples of color, paint, brick, etc.
(Exterior materials must conform to the original construction or be sufficiently compatible.)***

- 4 Project schedule:
- A. The work will be performed by: Homeowner _____ or Contractor Name _____
 - B. Subsequent to the committee approval,
please indicate the projected start date _____
please indicate the projected end date _____
 - C. Please indicate all required permits (building, etc.) _____

5. Will any part of the proposed improvement extend beyond your property line? Yes ___ No ___

6. Will any part of the proposed improvement extend into any Common Area, any Utility, Drainage or Sewer Easement, Landscape, Preservation or Lake Easement shown on the plot plan of your lot? Yes ___ No ___

ARCHITECTURAL CHANGE STANDARDS

I understand that under the Declaration and the rules and regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- 1. No work or commitment of work will be made by me until I have received written approval from the Association.
- 2. All work will be done at my expense and all future upkeep will remain at my expense.
- 3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself and/or a licensed and insured contractor.
- 4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners.
- 5. I assume all liability and responsibility for all damage and/or injury which may result from performance of this work.

- 6. I will be responsible for the conduct of all persons, agents, contractors, and employees connected with this work.
- 7. I understand that any and all improvements placed in a drainage, utility, sewer, landscape or other easement is at my risk. I accept the responsibility for repair and/or replacement of improvements when utility, drainage or sewer principals, developer or other authorized party removes improvements for access to the easement.
- 8. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, the community governing documents, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, it's Board of Directors, its Agent and/or the Committee have no responsibility with respect to such compliance and that the Board of Director's and/or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, covenant, regulation and/or requirement.
- 9. All improvements should be done in accordance with all restrictions, covenants and architectural guidelines for Nottinghill, as well as meet the Town of Plainfield Codes and Regulations.

10. Further Requirements

Screening:

Screening must provide deck or patio privacy, avoiding a fencing or fortress effect. Specifications are contained in the by-laws, Article XI, Section 11.1.

Satellite Dish:

Site plan showing location of the home and proposed dish.

Patio/Deck:

Describe Size and materials to be used. Enclose sketch.

Landscaping:

Description: Enclose drawing of planting area, showing types and placement of plant material.

Hardscape:

Describe size and materials to be used. Enclose sketch.

I hereby acknowledge that I have read and understand the ARCHITECTURAL CHANGE STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature: _____ **Date:** _____

**NOTE: All submitted materials shall remain the property of the Association.
You may wish to make a copy for your personal records.**

Please return the completed documents to:

**Community Association Services of Indiana
Attention: Notthinghill OA
11711 N. College Avenue, Suite 100
Carmel, IN 46032
Fax: 317-875-5614
casireceptionist@associa.us**

..... **For Office Use Only**

() Approved as submitted

() Approved with restrictions as follows: _____

() Deferred: Please supply additional information: _____

() Denied: ARB Comments: _____

Committee Signature: _____ **Date:** _____

Nottinghill Owners Association

Request for Architectural Change

Neighbor Acknowledgement

Homeowner requesting change: _____ Lot # _____

Address of requested change: _____

Requestor description of proposed Change: _____

This Neighbor Acknowledgement was delivered to the person listed below as of _____ 20__.

Requestor Signed: _____

=====

Adjacent Neighbor Name: _____

Adjacent Neighbor Address: _____

I acknowledge that Requestor:

- Has informed me of the intent to make the above architectural change.
- Has discussed the impact on my privacy, views or use of my property or common area.

I am aware that I need to provide any objection to the proposed change to the HOA Board, or its agent (Associa).

Adjacent Neighbor signed: _____