



Architectural Change Application for The Reserve at Glenmary

This application should be submitted for any construction or additions to the exterior of your building or grounds. The object of requiring approval is to ensure compliance with the Declarations for The Reserve at Glenmary. Please note Page 13, section 8.1 of the Declaration of Covenants, Conditions and Restrictions, Liens and Reservation of Easements for The Reserve at Glenmary.

Please complete this form and return it with a site plan, proposal and material description. The Board must notify you of its decision within 30 days of receipt of this form; however, if you do not hear from the Board within 15 days, please contact the president to assure the form was received (if you do not have a delivery receipt). To avoid issues, please DO NOT BEGIN CONSTRUCTION until the application has been approved.

Name:	
Date of Request:	
Address:	
Phone:	Email:

Type and Nature of Change:	
Material:	
Color:	
Location:	
Dimensions:	

Enclosures:

1. An engineered drawing of all improvements must be attached and must show exact locations and dimensions. For fences a good sketch is fine.
2. Proposal from Contractor, including details on materials, time, etc. if an outside contractor is used.
3. Evidence of conformity to building codes if required by the Department of Code Enforcement.
4. If the improvement requires a permit by the Department of Code Enforcement then one must be obtained before construction begins.

I understand the rules concerning the proposed improvement. This improvement does not encroach on a Neighbor's property, Common Property, or Utility Easements. I understand that I am responsible for the upkeep of any improvements. I also understand that this approval is with reference to the neighborhood covenants and declarations only and does not imply the project meets any structural or construction standards. I also understand the project must be completed 60 days from the beginning of construction unless additional approval is obtained.

Home Owner Signature: _____ Date: ____/____/____

This request is: APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED _____ Date: ____/____/____

Board Signatures: _____

Comments/Conditions:

THE HOMEOWNER MUST RETAIN THIS APPLICATION AS EVIDENCE OF APPROVAL / DENIAL SHOULD THE IMPROVEMENT COME INTO QUESTION IN THE FUTURE