

HEARTWOOD RESIDENTIAL ASSOCIATION

Residential Architectural Review Application

Exterior changes must be approved in advance by the Architectural Review Committee.
Only items disclosed on the application will be considered for approval or denial.

OWNER INFORMATION

Owner(s) _____

Project Address _____

Mailing Address _____

Phone _____ Email _____

Do not begin or contract for any work to be done prior to the receipt of the approval letter from the Homeowners Association, Inc.

APPLICATION CONSIDERATIONS

Landscaping - New Install Landscaping - Modification Landscape Lighting

Wooden/Vinyl Fence Addition or Extension Outdoor Recreation Equipment

Pool/Spa Gutter Install Exterior or Door Color Change Pergola/Screened Porch

Porch/Patio Outdoor Storage Building Satellite Dish Room Addition

Other: _____

APPLICATION SUMMARY

Written Description of Proposed Improvement(s) _____

Contractor Name (*Write owner if owner plans to act as contractor*) _____

Phone _____ Email _____

HEARTWOOD RESIDENTIAL ASSOCIATION

Residential Architectural Review Application

Exterior changes must be approved in advance by the Architectural Review Committee.
Only items disclosed on the application will be considered for approval or denial.

APPLICATION SUBMITTAL REQUIREMENTS

- Copy of Lot Survey Showing Location of Improvement - *Required*
- Plans and Specifications - *Required*
- Color Photos of Front Elevation & Any Other Relevant Areas to Changes/Modifications
- Proposed Exterior Paint Color- *If Applicable*
(Include Photo of Existing Color and Attach Sample of Proposed Color)

OWNER ACKNOWLEDGEMENT

Applications for any alteration, which occurs outside the exterior walls of the building, **must** be accompanied by a copy of the Lot survey, a detailed rendering which includes the location, size, and type of construction, along with a *(if applicable)* the contractor's contact information, site plan, which outlines style, color, height, and any additional information pertinent to the approval of this application.

Please refer to the Design Review Guidelines for details regarding applicable standards and restrictions. The guidelines are available online. The Design Review Board shall have up to 30 days to review and respond to any completed submittals. All Approval or Denial letter shall be mailed to the Homeowner's address on file.

After approval, work must be completed within 12 months from the date of the approval. If the approved work is not completed within 12 months, another Design Review Application must be submitted and approved.

If approval is granted, it is not to be construed to cover the approval of any County or City code requirements. A building permit from the appropriate building department is needed on most property alterations and improvements. The Heartwood Residential Association, Inc. shall have no liability or obligation to determine whether such improvement, alteration, addition, or otherwise complies with any and all Federal, State, County, or City applicable laws, rules, regulations, codes, or ordinances.

As a condition precedent to granting approval of any request for a change, improvement, alteration, or addition to an existing basic structure, the homeowner, and its assigns, shall hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, improvement, or addition. It is understood and agreed that Homeowners Association, Inc. is not required to take any action to repair, replace, or maintain any such approved change, alteration, improve, or addition, or any structure or any other property. The homeowner, and its assigns, assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

Owner Signature: _____

Date: _____

HEARTWOOD RESIDENTIAL ASSOCIATION

Residential Architectural Review Application

Exterior changes must be approved in advance by the Architectural Review Committee.
Only items disclosed on the application will be considered for approval or denial.

APPLICATION FEES

Applications submitted by Owners with outstanding restriction violations or delinquent amounts due or applications which may be incomplete applications and/or applications without the application fee included will not be considered.

Application fees must be paid by check or money order and made payable to the Heartwood Residential Association, Inc.

Minor Modification – \$25

Minor modifications include, but are not limited to: Landscaping Modification; Landscape Lighting; Play Equipment (*Trampoline, Basketball Goal, Play Structure, Etc.*); Painting; Rain Gutter Installation; Satellite Dish Installation

Major Modification - \$250

Major modifications include, but are not limited to: New Landscape Installs; Fence Installation; Pool/spa; Porch/patio; storage building; Room addition

Other: Subject to Review

FOR MANAGEMENT USE ONLY

HOA Account No. _____ Date Received _____

Method of Payment _____ Amount Paid _____

Project Status: Approved Conditionally Approved Denied

Notes: _____

Letter Sent to Owner _____

Staff Name _____ Date _____