

Architectural Request Form

Date Submitted: _____

Name _____ Address: _____

Phone (H) _____ (W) _____

Per the governing documents of the Association, all exterior changes must be pre-approved by the Board of Directors. No work may be commenced until the homeowner receives final approval in writing. The Board reserves the right to inspect the modification after the work is completed to insure it was completed as approved. Multiple modifications require separate forms. Please consult the governing documents of the Association to see if the request for modification complies with the documents.

TYPE OF MODIFICATION:

_____ Exterior Painting _____ Window replacement
_____ Door replacement _____ Landscape modification _____ Other

PLEASE ATTACH A DETAILED DESCRIPTION OF THE PROPOSED CHANGES:

Please make sure to include the following detail: (1) Copy of the plat map showing the proposed changes in relation to the building and property lines (2) Copy of the modification plan if applicable or a picture of the proposed modification (Example: a brochure of a fence type)

Size

Color

Material

Contractor

Location

Exterior finish

Dimensions

The Board reserves the right to request additional information for clarification purposes. Please return completed request form to:

PO Box 666, Canal Winchester Oh 43110 or email to info@digpropertyservices.com

Estimated start date (please allow 30 days for BOD decision) _____

Estimated completion date _____

Signature:

PLEASE REMEMBER TO ATTACH ALL RELATED INFORMATION NECESSARY FOR APPROVAL

For management use only:

Approved with the following conditions: _____

Approved _____ Denied _____ Reason _____

Signature of Board Member _____