

ARCHITECTURAL CONTROL COMMITTEE

Homeowner Request for Architectural Change

(PLEASE PRINT, FILL OUT AND GIVE TO CURRENT PRESIDENT OF ASSOCIATION)

(Please go to www.sugarbushfarms.org and click on "Officers" to see who the President is)

Please complete items 1-7 only.

1. Name _____

Property Address: _____

Mailing Address (if different): _____

Phone _____

Email Address: _____

2. Briefly describe the proposed change / improvement, including:

a. Style:

b. Dimensions:

c. Materials:

d. Colors:

(Note: Requests for painting or repainting must include a color sample)

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate.

	Yes	No		Yes	No
Electronic	___	___	Exterior Walls	___	___
Telephone	___	___	Patio Fencing	___	___
Gas	___	___	Patio Slab	___	___
Water	___	___	Sidewalks	___	___
Sewage	___	___	Pavements	___	___
TV Cable	___	___	Other		

4. If you answered "Yes" to any of the parts of question #3 above, please explain what changes or modifications will be made:

5. If the proposed project is a change, addition, alteration or improvement that would: **a)** change the structural appearance of your residence; or **b)** involves an improvement that will be constructed or placed upon your Lot, please attach the following information:

- A. Plot plan indicating the location and dimensions of the project, including, when applicable, the size of improvement itself AND the distances the improvement will be located in relation to the dwelling on the property, the Lot lines, and any other structure or improvement located on the Lot. The Plot Plan should also indicate the location of all other improvements currently existing on the Lot;
- B. Blueprints or working drawings indication all dimensions and Elevations of the project; and
- C. If available, a photograph, drawing, or illustration of a similar improvement or project.

6. If the proposed project involves a change, addition, alteration or improvement to the landscaping or vegetation to the Lot (i.e. trees, shrubs, landscape gardens, etc.), please attach the following information:

- A. Plot plan indicating the location and dimensions of the project, including the location of all current landscaping and vegetation on the Lot (i.e. trees, shrubs, landscape gardens, etc.);
- B. Blueprints or working drawings indication all dimensions and Elevations of the project; and
- C. If available, a photograph, drawing, or illustration of a similar improvement or project.

7. Project Schedule:

- A. The project will be done by:
 Homeowner
 Contractor(s) Name _____
 Both
- B. Please indicate the approximate completion date of the project (must be within 120 days of submission of this Request): _____
- C. Please indicate any building permits that have been obtained or will be required.
_____ (attach copies of obtained permits)

NOTE:

- All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.
- Any Request that seeks approval of any improvement or alteration to a home or Lot that is in direct violation with the terms of the Declaration or any recorded Rules or Regulations of the Association shall be considered automatically DENIED, since the Committee has no authority to grant such Requests.
- Incomplete Requests will be deferred and considered automatically DENIED until all information required above is received by the Committee.
- Once an application is properly submitted, the Committee shall either approve or deny the request in writing within fifteen (15) days. If a decision on the application is not made by the Committee within fifteen (15) days, the request shall be deemed DENIED.
- *Under no circumstance does any individual or member of the Board or Committee have the authority to verbally grant or approve any architectural request or issue a written approval without the proper approval or authorization of a majority of the respective Board or Committee. The Owner hereby understands and agrees that any verbal or unauthorized statement of approval for any architectural improvement project is hereby considered invalid and will not act as an estoppel or defense against the Board's or Committee's request for written application for the project or the subsequent denial of the project.*
- The Owner submitting this request understands and agrees that NO WORK OR IMPROVEMENT set forth in this request shall be performed, constructed or installed UNTIL written approval from the Committee is received by the Owner.
- Once approved, construction must be completed within the approved construction time and must be done in a way that does not unreasonably interfere or disturb the neighboring properties.
- The Owner has the responsibility for containing and removing all construction debris in a timely manner. No stacks or piles of wood, bricks, rock, sand, mulch or other materials shall remain in open view on any Lot after the approved completion date.
- Construction must meet all applicable state and local zoning and building code requirements. Approval by the Committee shall not be construed as a waiver or modification of any state or local zoning or building code requirement.
- When applicable, all utility easements are to be marked before construction is started. The Owner shall be solely responsible for any damage or loss to utility lines or service.
- The Owner understands and agrees that the Committee has the final, conclusive and sole authority to determine that the architectural design, materials, color scheme, or any other portion of this submitted Request is NOT in harmony with the general surroundings of the Lot, with adjacent homes or buildings, with the Development in general, or would be contrary to the best interests, welfare or rights of all or any other Owner(s) in the Development.
- The Owner understands and agrees that the approval by the Committee of a similar Request in the Development, or the pre-existence of a similar improvement in the Development, does not bind or require the Committee to approve this Request.
- Misrepresentation of any items in this request, or modification of any portion of the request after submitting the request to the Committee, either in writing or orally, shall void any approval by the Committee. The Association reserves the right to seek the removal or modification of any change, addition, alteration or improvement to a Lot that does not follow the approved terms of the Request for Change Form submitted by the Owner.

I hereby acknowledge that I have read and understood the ARCHITECTURAL CONTROL STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions for Sugar Bush Farms.

Homeowner's Signature _____ Date: _____

DO NOT WRITE BELOW

Committee Action:

Approved as submitted

Deferred

Additional information required: _____

Other: _____

Denied.

Reason(s) for Denial: _____

Additional Comments:

APPROVAL OF PROJECT Signature _____ Date _____

DENIAL OF PROJECT Signature _____ Date _____

Beginning Project Signature _____ Date _____

Middle of Project Signature _____ Date _____

End of Project Signature _____ Date _____