



## APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application **must be submitted and APPROVED** before you begin your project. Please check your Community Governing Documents for specifics pertaining to your community and note that any alterations/modifications must be approved by your Association. We cannot approve any application submitted without adequate information and it will be returned to you without review and approval. Please complete the following information with checklist and **mail** this form **with 2 copies of plans, drawings, and/or literature** to:

Associa Real Property Management, Inc.  
5550 Blazer Parkway, Suite 175  
Dublin, Ohio 43017

COMMUNITY NAME \_\_\_\_\_

NAME \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**TYPE OF ALTERATION/MODIFICATION(S) REQUESTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COMPLETION DATE FOR PROJECT(S): \_\_\_\_\_

**(Must be completed within 30 days of approval.)**

Your application for Alteration/Modification [*has*] [*has not*] been approved as submitted.

\_\_\_\_\_

Signature of Association Director, Agent, or ARB Officer

Date: \_\_\_\_\_

Note: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Be sure to read the governing document for your community and complete the attached checklist before you submit your application for approval.** Be certain to attach the **\$15.00 processing fee (non-refundable) made payable to Associa.** The processing fee may be paid with check or money order only. There may be additional costs and/or deposits related to the review and approval that are required by the Homeowner's Association and are the responsibility for payment to the Association by the homeowner. Any application that deviates from the approved plans will be inspected by the Association for compliance. Please allow at least 30 days for reviews to be completed.

After you have received your approval from the Association, contact the Township you reside to receive your permit (if necessary). The Township you reside may require an approval letter from the Association and a site plan depicting your improvement on your lot/home.

DATE REQUEST RECEIVED \_\_\_\_\_ REQUEST PAID \_\_\_\_\_

## ARCHITECTURAL REVIEW CHECKLIST

Your Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction or installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. **Only complete submittals will be considered.**

- Complete copy of the Alteration/Modification Application.
- Two (2) sets of complete building drawings and/or site plans with specifications for the building and other permitted structures.
- Clearly marked site survey showing the location of the proposed improvement

**Official Lot Survey - For Owners living in a HOA only** - Accompanying the application form, you will need a copy of your property's site plan (survey map). If your project includes an addition or modification to your existing home (i.e. deck, fence, additional room, etc.), the dimensions should be indicated to scale on the survey map. This will assist the DRB in comparing the project to your lot, property boundaries, setback restrictions, and any adjacent Association Common Property. Site plans are not required for applications for a change of exterior color, roofing, doors and windows. **See example of a Official Lot Survey in page 3.**

**Drawings - For Owners living in a HOA and Condos** - All the work to be performed as a result of this application shall be drawn to a scale of 1/4" = 1' and this scale must be noted on the drawings. Drawings are to be of professional quality, equal to or better than the drawings shown in the appendices. Drawings must be neat, showing at least 2 views or elevations, (front view, and top view (plan view)). An additional elevation may be required to show all important features. Submitted elevations must be drawn on the appropriate and related elevation of the existing house or building in the background or at the side. This is to indicate how the new work will fit with the existing. **See example of drawings in page 4.**

Examples of work which require drawings include, but are not limited to, decks, building additions, in-ground pools, roof line changes, fencing, spas, play equipment, and physical landscaping changes. Examples of work not requiring drawings are color changes, modifications to roofing shingles, door and window replacement, and driveway repairs unless the dimensions or locations are altered. For these types of work, photographs must be included in an application.

- Selection of all exterior materials and finishes.

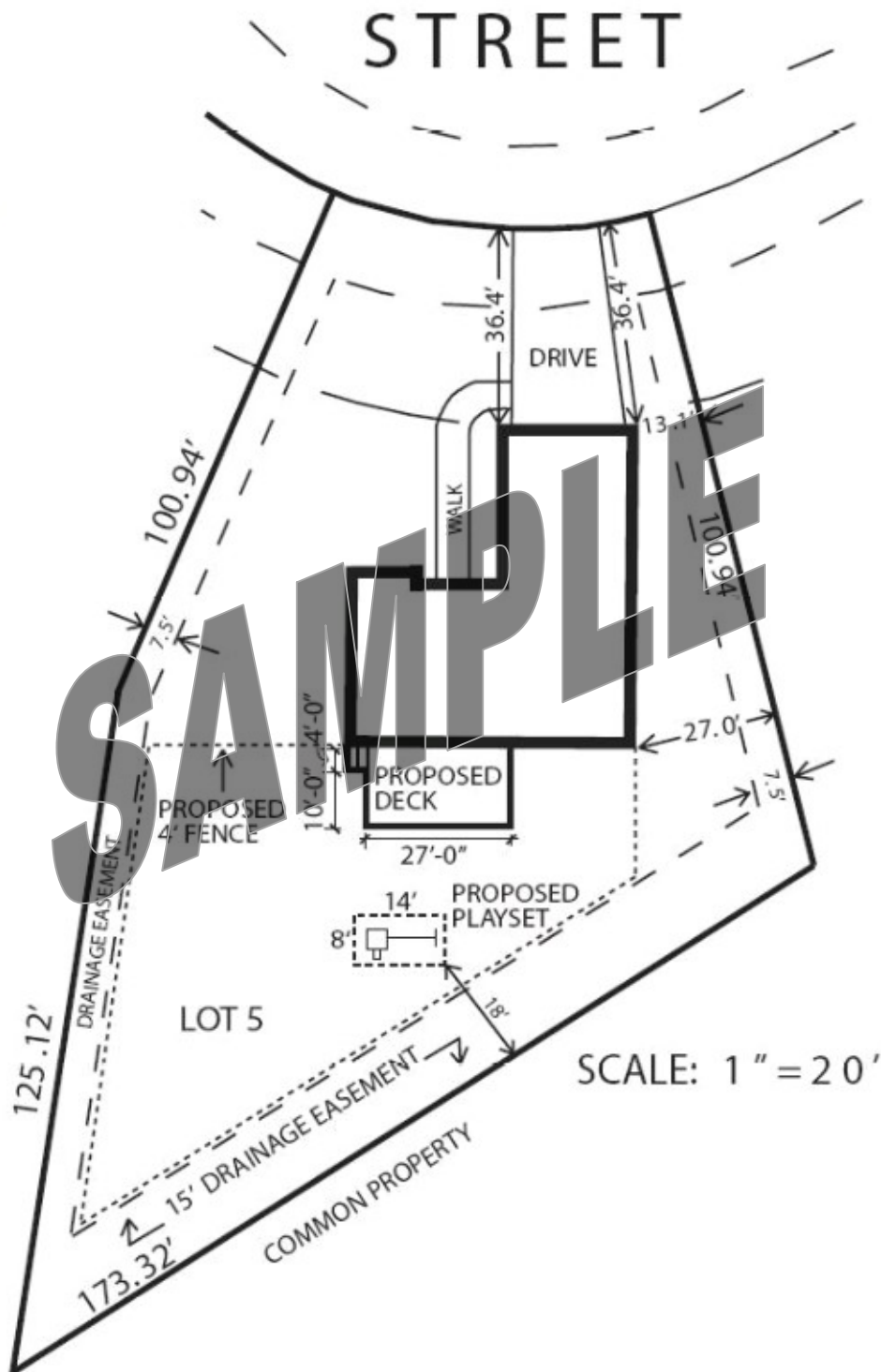
### **All Landscape Plans shall include:**

- Two (2) complete sets of Landscape drawings and specifications.
- Landscape Plan should show:
  1. Existing and proposed trees.
  2. Proposed tree/vegetation removal.
  3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
  4. Pool/screen enclosures.
  5. Pool, air conditioning, and irrigations equipment and method of screening.
  6. Utility meters, air conditioning condensers and method of screening.
  7. Low voltage landscape lighting with fixtures and transformer types and locations.
  8. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on Site Plan.
  9. Playground equipment.
  10. Plant materials list.

**Satellite Dish Application shall include:**

- Site plan showing location of satellite dish on property. Satellite dish to be of natural color and not to exceed the diameter listed in your Governing Documents.

**OFFICIAL LOT SURVEY EXAMPLE**  
**FOR OWNERS LIVING IN A HOA ONLY**



**DRAWINGS EXAMPLE**  
**FOR OWNERS LIVING IN A HOA AND CONDOS**

