

Architectural Approval Form

1. Return completed form via certified U.S. Mail return receipt requested to the Association's address (left) **OR**

2. Email the form to mail@HighlandVillageWoodbury.com during normal business hours (M-F) AND **MAIL THE SIGNED FORM to the Association by U.S.P.S. First Class Mail.**

NOTICE: You MUST RECEIVE a reply that your email application was received and the 30-day approval process has begun. HVHA requires a 60-day approval process for solar installations.

NAME:

DATE:

ADDRESS:

PHONE:

EMAIL:

1. PROPOSED CHANGE: Describe the proposed change to the exterior of your house or yard.
2. Include a detailed description of the materials you will use including size (height, width, depth) and color. If more space is needed, use back of form. You MUST PROVIDE SCANS of URL LINKS FOR ALL MATERIALS BEING USED.
NOTE: Your application may be denied or delayed until the Association receives all required information.

2. DRAWINGS: Attach a drawing of the proposed changes, which meets the following criteria.

- The drawing must show your lot and house to scale.
- Indicate all measurement distances in feet. **FENCES:** Provide evidence of Lot survey for property markers, & fence contractor.
- Attach pictures, scans, or provide URLs for product information about the materials you intend to use/install.
- Copies of professional drawings provided by contractor, if you are contracting the project.
- SOLAR, provide additional documentation required by Architectural Guidelines

3. FENCES/KENNELS: Inform your adjoining neighbors of your proposed change; corner lot owners must notify your neighbors across the street too. Neighbors must sign your application to indicate their notification. Neighbors do not have approval or denial rights.

Date	Phone	Address	Name (printed)	Signature

4. LOT OWNER SIGNATURE:

I hereby agree that the information I have presented is full, complete, and accurate and that the proposed changes will be maintained to retain their function and appearance. ALL design & implementation decisions must be decided before your application will be considered.

NOTE: Applications for a fence/solar, garbage/recycling enclosure, shed, or backyard basketball court require submission of a notarized Maintenance Agreement form. All conditions stated by the Architectural Guidelines/CCERs must be met.

Lot Owner Signature	Date
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NOTE: The Association has 30 days from receipt of the **fully complete** approval submission package received by U.S. Mail return receipt requested OR email that has been acknowledged with an email reply from HVHA.

5. HIGHLAND VILLAGE HOMEOWNERS ASSOCIATION REVIEW ACTION:

This application is ☐ APPROVED ☐ APPROVED with Conditions ☐ DENIED

HVHA Board Signature	Date
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CONDITIONS: