

***Briarwood Oaks Homeowners Association***  
***Architectural Board***  
***Improvement Permit Application Form***

Note: This form is to be submitted to one of the members of the Architectural Board for review no less than thirty (30) days before project is scheduled to begin.

Date of Submission: \_\_\_\_\_ Date Approved by Board: \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_

Approximate date for construction:

Estimated Start Date \_\_\_\_\_ Estimated Finish Date \_\_\_\_\_

Each applicant needs to submit the following:

Type of Improvement

- Painting:** Color samples should be provided to the Architectural Board of main color of house and trim colors to be used. Note: Earth tones colors only should be used.
  
- Roofing:** Composite Roofs only. Type of roof:                      Three-tab \_\_\_\_\_  
   Architectural/Timberline \_\_\_\_\_  
   Warranty of Roof \_\_\_\_\_
  
- Decks & Patios:** Location on lot of proposed improvement being made. Photo or sketch of project, including dimensions in size, height & width. Type of material to be used.
  
- Fencing:** Location on lot of proposed fence around house structure to be installed (include property lines). Need photo or sketch of proposed fence including style and type of material to be used. Note: Wood fences only. No chain link fences of any kind. Refer to the homeowners covenants and restrictions Page #12, Section #21.
  
- Landscape:** This refers to any major change regarding retaining walls or any major existing grade or elevation change to proposed area on lot. Need photo or detailed sketch with height and size. Type of materials to be used, such as rock, stones, landscaping timbers, etc.
  
- Other:** \_\_\_\_\_

Note: Have you applied for a variance or city permit, if required, from the City of Blue Springs?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by Architectural Board: \_\_\_\_\_

Architectural Board Representatives and Date: \_\_\_\_\_

