WESTWOOD HILLS HOA USE ONLY:
Date Received: _____ Received By: _____

WESTWOOD HILLS

Application for Approval – New Home Construction

Please submit this application and required attachments by e-mail to
westwoodhillshoaac@gmail.com, or by mail to
Westwood Hills HOA Architectural Committee, c/o Phoenix Management
2736 Rawhide Lane, Lawrence KS, 66046
Melissa Hickam, Property Manager 785-766-9078

Property Owner/Applicant: _____
Property Address: _____
Mailing Address: _____
Home/Work/Cell Phone: _____
E-mail: _____
Estimated Completion Date: _____
Is this a custom home project? Yes No
Client's Contact Information: _____
_____
Estimated List Price: _____

DIRECTIONS TO OWNER/APPLICANT

All plans must be submitted to the Architectural Committee for approval before the start of any new construction. Plan review may take up to 35 days after a complete set of plans is submitted to the Committee.

CONSTRUCTION MAY BEGIN ONLY AFTER THE PLANS ARE APPROVED.

All applications for new construction in Westwood Hills must be submitted to the Architectural Committee for review and approval before materials are ordered and installation begins. Completed applications should be submitted by 5pm on the second or last Wednesday of the month. The Committee will then meet the following Tuesday to discuss and vote on your application. You will be notified in writing if the plans are either "Approved," "Approved with Exceptions," or "Not Approved." If the plans are "Approved with Exceptions" or "Not Approved" you will be provided:

1. A list of additional information that needs to be submitted and approved before that element of the project can proceed; or
2. A list of required changes needed to make the plans acceptable.

Plans that need revision must be resubmitted to the Architectural Committee for review and approval.

After plans are approved, applicants must wait an additional seven (7) days to provide opportunity for any member of the HOA who is dissatisfied with the decision the right to appeal such decision to the HOA Board.

Changes to Approved Plans

Any changes to plans after having been "Approved" MUST BE submitted to the Architectural Committee in the manner outlined above. It will not be necessary to submit a complete set of plans, only a copy of the affected sheets. Again, the Committee will notify you in writing whether proposed changes have been "Approved," "Approved with Exceptions," or "Not Approved."

The project must be completed pursuant to the "Approved" plans. No individual member of the Architectural Committee has the authority to approve changes. Any and all changes must be submitted and approved in writing.

Upon Completion of the Project

Once the project is completed, please e-mail photographs to the Architectural Committee. The Committee will notify you in writing of any items that do not conform to the "Approved" plans. Any nonconforming conditions must be corrected within 60 days. In the event corrections are not made within 60 days from the date of the notice of deficiencies, Westwood Hills reserves the right to follow the Enforcement Procedures set out in the WH Fine Schedule Approved 11.22.20.

CHECKLIST OF REQUIRED DOCUMENTATION FOR NEW CONSTRUCTION

TO BE SUBMITTED AND APPROVED BEFORE EXCAVATION/CONSTRUCTION BEGINS:

When completing this form, please check each box to verify that you have reviewed each item and that the submitted plans include the required information.

1. SITE PLAN

Scale drawing of the site plan including:

- ☐ Minimum scale of 1"=20'
- ☐ Property lines
- ☐ Setback lines
- ☐ Curb lines

- ☐ Driveway and all sidewalk/walkway locations
- ☐ Deck and patio locations (including covered decks or patios)
- ☐ Planned location of retaining walls
- ☐ "Footprint" of the structure
- ☐ Legal description
- ☐ General direction of water flow from the property. (These do not need to be grade lines, only arrows to indicate proposed water flow away from the house. Include any changes in grading (e.g. new berms).

2. ELEVATIONS

Scaled elevations of all sides of the structure including:

- ☐ Proposed height of foundation in relation to fixed point on curb ____ft ____in
- ☐ If structure is being built next to an existing home, proposed overall height of completed structure in relation to the foundation, as seen from front of structure ____ft ____in
- ☐ Trim details: Trim dimensions and materials including corner boards, window trim, fascia boards and all other trim on structure
- ☐ Decks, Patios, and Porches: Indicate deck/patio/porch dimensions
- ☐ Roof Pitches
- ☐ Exterior finish types (indicate where masonry, stucco, siding will be used)
- ☐ Window wells: Indicate locations and materials to be used (concrete, metal forms, etc.)

3. INTERIOR PLANS

Scaled interior plans including:

- ☐ Floor plans
- ☐ Window locations and sizes
- ☐ Show sump pump location and proposed location of drainage. Any sump pump installed must drain away from adjacent residences (actual and future construction).

TO BE SUBMITTED FOR APPROVAL AT LEAST 35 DAYS BEFORE PLANNED INSTALLATION:

4. EXTERIOR FINISHES

Please provide as much detail as possible. If a product or model name/number is not available, it is acceptable to submit photographs, drawings, or brochures with pictures of the product to be used.

☐ Windows: Specify manufacturer, style (including product name/number if available), color, grid size and pattern. **Projects will use the neighborhood standard of at least one window on all sides of the house and grids of 7/8" or larger are required on all windows that face the street.**

_____

_____

☐ Garage Doors: Specify manufacturer, style (including product name/number if available), window design (if applicable) and color. Metal doors must be insulated and include design, trim, and hardware details consistent with the prevailing standard in the neighborhood. If a custom design, please provide a photo or shop drawing.

_____

_____

☐ Front Door: Specify manufacturer, style (including product name/number if available), material, and color. If a custom design, please provide dimensions and a photo or shop drawing.

_____

_____

☐ Roofing: Projects will use the one of the neighborhood standard roofing materials listed below. Check the box of the brand and color to be used.

- ☐ Tamko Titan XT – Natural Timber color
- ☐ Certainteed Northgate – Max Def Weathered Wood color
- ☐ Owens Corning Pro Edge – Driftwood color
- ☐ GAF Timberline HDZ – Weathered Wood color

If you wish to use an alternative product, specify the product below and state the reason for seeking an exception.

_____

_____

☐ Siding materials: Specify brand/manufacturer, size, and color. Vertical siding, vinyl siding, and stucco panels are prohibited. Board and batten as well as shake shingles can be used but as an accent only.

_____

_____

☐ Masonry: Specify brand/manufacturer, type/style, and color. Provide sample or photo of material selected. Faux stone panels will not be approved.

_____

_____

☐ Attach paint chips for exterior paint selections or list colors here (please indicate colors for body, trim, front door, and garage doors).

_____

_____

☐ Decks, Patios, Porches, Driveways, Sidewalks, Walkways: Indicate materials to be used for deck/patio/porch flooring, handrails, balusters, steps. Specify location and finish for any stamped concrete or other decorative finishes.

_____

_____

5. LANDSCAPE, IRRIGATION, AND FENCE PLANS

See attachments A, B, and C. Plans are due at least 35 days before planned installation.

BUILDING RESTRICTIONS

The following are prohibited by the Declaration of Restrictions and will not be approved:

- Unpainted or unstained surfaces
- Window A/C units or A/C units in the front of the house
- Exposed fireplace flues on the outside of the house
- Gravel, asphalt, or other "natural surface" driveways
- Basketball, tennis, or other sport courts

APPLICANT'S ACKNOWLEDGMENTS: (PLEASE INITIAL EACH ITEM)

I/we understand and agree:

1. _____ that approval by the Architectural Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed plans being reviewed.

2. _____ that approval by the Architectural Committee shall in no way be construed as to pass judgment on whether the plans are in compliance with the applicable building and zoning codes of the City of Lawrence/Douglas County.

3. _____ that previous approval of a given style or project on another property does not constitute future approval.

4. _____ that work on the proposed project shall not begin until written approval of the Architectural Committee has been received by me, unless Architectural Committee has failed to respond within 35 days of their receipt of a complete application. If work is begun prior to approval and the application is not approved, I/we will be required to return the property to its former condition at my/our own expense and I/we will be required to pay any legal expenses which may be incurred.

5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Architectural Committee without prior written consent of the Architectural Committee; any variation from the original application must be submitted for approval.

6. _____ that I/we authorize members of the Architectural Committee to enter upon my/our property to make one or more routine inspection(s) to evaluate compliance with the approved plans.

7. _____ that construction in accordance with the approved plans must commence within three months of the approval date, otherwise the approval by the Architectural Committee shall be deemed to have lapsed and a new application must be submitted for work to proceed.

8. _____ that it is my/our responsibility and obligation to obtain all required building permits, to contact a utility locator company, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

9. _____ that I/we authorize members of the Architectural Committee to enter upon my/our property to make one or more routine inspection(s) to evaluate compliance with the approved plans.

10. _____ that construction in accordance with the approved plans must commence within three months of the approval date, otherwise the approval by the Architectural Committee shall be deemed to have lapsed and a new application must be submitted for work to proceed.

11. _____ that it is my/our responsibility and obligation to obtain all required building permits, to contact a utility locator company, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

12. _____ that I/we are responsible for any damage and all cost to repair green space or community property that may result from the proposed construction.

13. _____ that I/we understand and are familiar with the design review requirements and procedures for the Westwood Hills HOA, Inc.

14. _____ that I/we must supply a "Johnny on the spot" for this job site and keep the job site in a neat and orderly fashion at all times.

15. _____ that any mud, dirt, or debris left in the street due to the construction of this home shall be cleaned up by the end of each working day.

_____ _____

Applicant's Signature Date

WESTWOOD HILLS

Attachment A
Application for Approval – Landscape

Please submit this application and required attachments by e-mail to
westwoodhillshoaac@gmail.com, or by mail to
Westwood Hills HOA Architectural Committee, c/o Phoenix Management
2736 Rawhide Lane, Lawrence KS, 66046
Melissa Hickam, Property Manager 785-766-9078

Property Owner/Applicant: _____
Property Address: _____
Mailing Address: _____
Home/Work/Cell Phone: _____
E-mail: _____
Estimated Completion Date: _____

DIRECTIONS TO OWNER/APPLICANT

All landscape installations in Westwood Hills must be submitted to the Architectural Committee for review and approval before materials are ordered and installation begins. Please submit the following information for review **at least 35 days before the planned installation**.

When completing this form, check each box to verify that you have reviewed each item and that the submitted plans include the required information.

Landscape Plans—Please attach a scaled landscape plan for the entire lot. Note that the Westwood Hills HOA Declaration of Restrictions requires that the entire lot be landscaped (sodded/irrigated and landscaped with planting beds). The committee will consider whether the plan includes adequate landscaping on all four sides of the residence. The landscape plan must include:

- ☐ House address
- ☐ Landscape installer name and contact information
- ☐ Indication of North

- ☐ Minimum scale of 1”=20’
- ☐ Indicate sodded areas. Artificial turf materials are prohibited.
- ☐ It is HOA policy for homeowners to clearly define their bed edges or transitions from native areas to sodded areas (including their neighbor's property lines). **The use of plastic or rubber edging, natural limestone, or other rock is prohibited. The preferred method of boundary definition is the use of Trench Edging. However, with approval from the HOA Architectural Committee, manufactured stone edging or preformed pavers may also be allowed.** If you propose to use any other edging, the plans should indicate why the deviation from the neighborhood standard is being requested, the material to be used, and the location.
- ☐ All property lines, curb lines, sidewalks, patios, and other hardscape should be shown.
- ☐ All retaining walls are to include approximate height and materials (This can be as simple as “Top of wall to be 4” below bottom of siding”).
- ☐ Plant varieties and location should be indicated by circles scaled to show diameter and spacing of the plants.
- ☐ Drainage flow should be indicated by arrows or grade lines.
- ☐ Berms should be indicated by perimeter and approximate height.
- ☐ Approximate location and preferred variety of city street trees
- ☐ Bedding materials: **The neighborhood standard is dark brown natural hardwood mulch**. **Rubber mulch, pallet mulch, and dyed red mulch are prohibited.** If you propose to use any material other than dark brown natural hardwood mulch, the plans should indicate why the deviation from the neighborhood standard is being requested, the material to be used (e.g., stone, gravel or other material), and the location.
- ☐ Low-voltage landscape lighting, if included, should be noted and a separate landscape lighting plan with pictures of the fixtures should be attached.

I/we understand and agree

1. _____ that the landscaping may not be installed in a manner that will impede drainage or water flow across my property or neighboring properties.

2. _____ that the landscaping as installed must meet the design requirements outlined above. Deviations from these requirements without prior written approval will result in the installer's/owner's obligation to remove and replace the non-conforming elements.

_____ _____

Applicant’s Signature Date

WESTWOOD HILLS

Attachment B

Application for Approval – Irrigation

Please submit this application and required attachments by e-mail to
westwoodhillshoaac@gmail.com, or by mail to
Westwood Hills HOA Architectural Committee, c/o Phoenix Management
2736 Rawhide Lane, Lawrence KS, 66046
Melissa Hickam, Property Manager 785-766-9078

Property Owner/Applicant: _____
Property Address: _____
Mailing Address: _____
Home/Work/Cell Phone: _____
E-mail: _____
Estimated Completion Date: _____

DIRECTIONS TO OWNER/APPLICANT

All irrigation installations in Westwood Hills must be submitted to the Architectural Committee for review and approval before materials are ordered and installation begins. Please submit the following information for review **at least 35 days before the planned installation.**

When completing this form, check each box to verify that you have reviewed each item and that the submitted plans include the required information.

Irrigation - Please attach a scaled irrigation plan for the project. Note that the Westwood Hills HOA Declaration of Restrictions requires that the entire lot be irrigated, and that if the lot backs up to an HOA common area, the irrigation system must be designed to overspray the common area landscaping if needed, as well as easements along the street. The Homes Owners Association shall be provided access to the control panel and shall have the right to operate the sprinkler system if the Owner fails or refuses to do so as directed by the Board. The irrigation plan must include:

- ☐ House address
- ☐ Installer name and contact information

- ☐ Indication of north
- ☐ Minimum scale of 1”=20’
- ☐ Head locations and head types
- ☐ Mainline, lateral lines, valve, and controller locations
- ☐ All property lines, curb lines, sidewalks, patios, and other hardscape should be shown.
- ☐ Pipe size, pipe material, and controller model and manufacturer
- ☐ Main valve model and manufacturer
- ☐ System must be designed to overspray any common areas at the back of the lot if needed, as well as easements along the street.

NOTE: The irrigation plans shall be modified for an “As Built” drawing indicating valve location as measured from two fixed points. A copy of this “As Built” will be provided to the Committee within 30 days of completion of the irrigation system.

_____ _____

Applicant’s Signature Date

WESTWOOD HILLS

Attachment C
Application for Approval – Fence

Please submit this application and required attachments by e-mail to
westwoodhillshoaac@gmail.com, or by mail to
Westwood Hills HOA Architectural Committee, c/o Phoenix Management
2736 Rawhide Lane, Lawrence KS, 66046
Melissa Hickam, Property Manager 785-766-9078

Property Owner/Applicant: _____
Property Address: _____
Mailing Address: _____
Home/Work/Cell Phone: _____
E-mail: _____
Estimated Completion Date: _____

DIRECTIONS TO OWNER/APPLICANT

All fence installations in Westwood Hills must be submitted to the Architectural Committee for review and approval before materials are ordered and installation begins. Please submit the following information for review, along with a brochure or picture of the fence material proposed to be used, **at least 35 days before the planned installation**.

When completing this form, check each box to verify that you have reviewed each item and that the submitted plans include the required information.

SITE PLAN

- ☐ House address
- ☐ Installer name and contact information
- ☐ Indication of north
- ☐ Minimum scale of 1"=20'
- ☐ Property lines and footprint of the house

☐ Location of the fence. Fences must run along the property lines and attach to the rear corners of the house.

☐ Gate location(s). At least one gate must be a minimum of 4 feet wide.

FENCE DESIGN

All fences that extend around the property must be black aluminum or steel. The neighborhood standard is black Montage Majestic 3-rail, but other brands may be submitted for review if they are substantially the same in design. Owners needing to contain smaller pets should use puppy rail fencing which includes a secondary short picket to close up the spacing in the lower third of the fence. Alternatively, the Committee will also consider the addition of a black square-patterned barrier with minimal visibility fastened to the bottom of the fence (chain link, octagonal and other patterns are prohibited). Wood fences will only be considered for approval around patio areas, and will typically be required to have 6”x6” posts and be decorative in design.

☐ 2.5" post width with ball caps

☐ Select a fence height:
- 4 foot
- 5 foot
- 6 foot

☐ Fence brand and model/design. Please specify if it is a flat rail design or a picket design. **Pinched top pickets are not allowed.**

_____
_____
_____
_____

☐ Check if some form of puppy fencing will be used and include a picture or product brochure.

I/we understand and agree:

1. _____ that I/we must have the fence installer or a surveyor locate the corner pins of the property before fence installation may proceed.

2. _____ that the fence may not be installed in a manner that will impede drainage or water flow across my property or neighboring properties.

3. _____ that the fence as installed must meet the design requirements and site plan outlined above. Deviations from these requirements without prior written approval will result in the installer's/owner's obligation to remove and replace the non-conforming elements.

_____ _____
Applicant’s Signature Date