

Architectural and Landscape Improvement Application

PRAIRIE RIDGE CONDOMINIUM ASSOCIATION – HASTINGS, MN

Step 1 Review the Architectural guideline defined in the Declarations of Covenants.

Step 2 Fill out this application:

Name: _____ Phone: _____

Address: _____ Email: _____

Est. Start Date: _____ Est. Completion Date: _____

Contractors Name: _____ Phone: _____

Type of Alteration/Improvement: _____

The following documents **must** be included with the application (attachments):

1. **Attach a copy of your original lot survey with placement of improvement/alteration noted (i.e. if building a deck, draw placement of deck on survey).**
2. **Attach a drawing of the improvement/alteration, preferably a professional drawing from your contractor. If that is not available a hand drawing may be acceptable, as solely determined by the Architectural Review Committee.**
3. **Attach a written description or picture of the improvement/alteration (catalog cut sheets, brochure pictures or website printouts are acceptable). Include a specific list of materials that will be used (for a deck you would include the following: types of wood, paint colors, stain colors etc...)**

The homeowner agrees to the following:

- A. No improvements/alterations may be commenced until written approval is received from the Architectural Review Committee. Improvements/alterations must be completed as represented in this Application, or as modified by any changes required as a condition of approval.
- B. The owner is responsible for obtaining any required building permits.
- C. The owner, not the Association, Board of Directors, or review committee, is responsible for (i) the construction standards and specifications relating to the improvements/alterations and construction work; and (ii) determining whether the improvements/alterations violate any restrictions or requirements imposed by any government authority having jurisdiction over the Unit.
- D. The owner shall hold harmless, indemnify and defend the Association and its officers, directors, and agents from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorney's fees and costs of litigation incurred by the Association, arising out of (i) any part of the improvements/alterations which violates any governmental law, code, ordinance, or regulation; and (ii) the adequacy of the plans or specifications submitted by the owner in connection with this application; and (iii) the construction of the improvements/alterations.

Signature: _____ Date: _____

Step 3 Submit a **copy** of the application to MJF and Associates Inc., 1940 So. Greeley Street, Suite 111, Stillwater, MN 55082 (remember the attachments). Incomplete applications that have insufficient information will be denied.

Step 4 Wait for a response from the Architectural Review Committee. The response will be mailed to you. **Note: In accordance with the Declaration of Covenants your contractors are not allowed to put advertising signs on your property.**

If you have any questions or concerns about this process, please contact Matthew Fee by email matt@mjfandassociates.net or by calling (612) 819-0133 | www.prairieridgehastings.com