

Architectural Approval Form

(Please be as detailed as possible)

- Allow thirty (30) days for approval process
- All proposals **MUST** include a Surveyor's/Plat Plan with area of proposed change clearly marked
- Homeowner is responsible for obtaining any necessary building permits
- You may apply for more than one change per form (i.e., a fence and a deck)

Name _____ Lot Number _____

Address _____ Community _____

Phone _____ Email _____

Please describe the change in detail including proposed structure, materials to be used and/or size(height) and square footage.

What color will the improvement be? If natural wood, please state so.

List any required building permits. _____

As marked on your plat plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement? _____

Who will be performing the work? _____

What is the proposed start date? _____

Does your property border a lake or walking trail? _____

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

Signature _____ Date _____

PERSONAL TOUCH MANAGEMENT, INC.

317-535.0441

southpineshoa@gmail.com

Official Architectural Review
(Please do not write on this page)

{ }Approved

{ }Approved with restrictions

{ }Deferred, additional information requested

{ }Denied

ARB Signature _____

Date _____

Return to:
Southern Pines HOA
P.O. Box 124
Plainfield, IN 46168
Phone (317)535-0441
Email: southpineshoa@gmail.com

PERSONAL TOUCH MANAGEMENT, INC.

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