

## Heatherwood Homes Association – Architectural Request for Exterior Change

I hereby request approval of the following addition, change or alteration to the following property:

**Applicant** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Change Request Type:** *(circle all that apply)*

|            |                 |                |              |               |
|------------|-----------------|----------------|--------------|---------------|
| Re-roofing | (Screened) Deck | Room Addition  | Landscaping  | Porch         |
| Hot Tub    | Boundary Wall   | Gazebo/Pergola | Patio (Wall) | Fence/Railing |

*Description of the change request shall include:*

- Re-roofing: Material type and color
- Deck/Pergola/Porch: Construction drawings showing all dimensions (including height), exact location, material type(s) and color/finish samples
- Screened Deck/Porch: Construction drawings showing all dimensions (including height), exact location, material type(s) and color/finish samples
- Room Additions: Construction drawings showing all dimensions, location, material type(s) and color/finish samples
- Hot Tub: Drawing showing location and manufacturer's catalog information (make & model) and product specifications
- Fence: Construction drawings showing all dimensions (including height), exact location, material type(s) and color/finish samples. Fences are to be stained, never painted. Application includes a survey of your lot line and an Overland Park city building permit.
- Landscaping: Drawings showing all design elements, exact location and materials (excluding plantings)
- Boundary Wall: Drawing showing dimensions and materials

***Please attach fully notated drawings and photos (as applicable) with dimensions, and all information as needed to express design intent.***

*Description of Request:*

---

---

---

---

I am submitting one (1) copy each of this architectural request form and the required information as outlined above per work effort, (plans, photos, et al.) to fully convey the desired work presented for approval.

The Architectural Committee shall make every effort to review and respond to all requests in a timely manner. The Committee reserves the right to request additional information if needed to better understand the work to be completed. Upon final review, a copy of the completed response on this request form will be returned to the homeowner marked either Approved, Not Approved, or Resubmit (if additional information is required) and the original will remain on file with the Heatherwood HOA. If marked Not Approved or Resubmit, an explanation shall be included.

I understand, as the homeowner, that it is my responsibility to obtain all permits required by authorities having jurisdiction over this location, and that this request does not constitute a request for a building permit. I also understand that if approved, the Heatherwood Homes Association, or any of its agents, DOES NOT and DO NOT express any opinion regarding constructed strength, product durability, engineering design, safety, or code compliance of the proposed addition, change or alteration(s). Heatherwood Homes Association is not responsible for work done on properties that may inadvertently impact the surrounding properties.

It is, my responsibility as the homeowner to verify property lines, location of utilities, and that all desired work complies with local and State building codes as required before work commences. It is also my responsibility to share with my adjacent neighbors of work to commence, and to ensure their property is not impacted by any work executed.

I am also aware that, at any time in the design or construction process, any changes to design intent, finishes/color or materials must be resubmitted for approval before work can commence/continue.

---

HOMEOWNER SIGNATURE

DATE SUBMITTED

***Remit completed form and all paperwork to: [ajit.sathe@gmail.com](mailto:ajit.sathe@gmail.com)***

*A copy of this completed request form with approval status will be provided to the homeowner, the original copy will remain on file with the Heatherwood HOA.*

*Section below to be completed by the Architectural Committee*

---

**Approved**

**Not Approved**

**Resubmitted (addtl. Information req'd.)**

***Explanation:***

---

---

---

---

---

---

---

***Date:*** \_\_\_\_\_