

## Property Improvement Request

Name of Owner(s): \_\_\_\_\_

Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

My E-mail contact is: \_\_\_\_\_

My phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

I/we acknowledge that the website [www.whisperinghillspoa.org](http://www.whisperinghillspoa.org) has a copy of the Deed restrictions. The definition of 'improvement' as used by this subdivision is located in the Third Amended Bylaws. There is no fee for a property improvement.

I/we understand that the Whispering Hills subdivision has defined architectural criteria as described in the Deed restrictions and in the Architecture and Land Review Committee (ALRC) Site Design Guidelines. I understand that Whispering Hills POA ALRC has the authority to review and approve my plans in advance of construction. I/we understand that I am solely responsible for reading, understanding and complying with the Deed restrictions and understand that I/we have reasonable access to the members of the ALRC for consultation and verification of the Deed restrictions.

The parties agree that any final submission of plans and requests which are approved by the ALRC shall constitute a binding contract, including all terms and details, of such approved plans and requests which shall be enforceable by either party and subject to all remedies available to either party at law.

I/we acknowledge and agree to notify the ALRC if we cancel or change any aspects of the initially approved plans. Exterior finish changes from initially approved plans must have written approval from the ALRC. The ALRC may post signage on my lot once construction begins.

My improvement will be (describe) \_\_\_\_\_

## Application Submission Requirements

The Site Plan and Construction plans must be a minimum scale 1"=20' or in digital pdf formats to fit an 8" x 11" page or paper copies not to exceed 24" by 36" and include the following:

- North arrow and scale;
- Property lines with dimensions and bearings;

- Clearly identify the location of the primary residence and all existing improvements and where they are located on the lot plat;
- Setback and Easement lines;
- Adjacent street names;
- Proposed location and dimensions of supplemental improvement;
- Outline of exterior walls, patios, decks and roofs. Photos or drawings are acceptable but the ground dimensions of the size of the improvement must be clearly identified;
- Distances from four (4) corners of the “improvement” to adjacent property lines;
- **If the improvement is a new or additional septic, water well or driveway, a copy of the permit must be provided to WHPOA.**
- Structure's total area in square feet;
- Front, rear and two side elevations with clearly labeled rock/stone & stucco areas.

There is a mandatory 50-foot setback from the front of the property line. Front and rear setbacks are measured between the lot's property lines and the building foundation slab, including any sidewalks attached to the porch. Side lot setbacks are measured between the lot's property lines. Interior lots have a 5-foot utility variance street boundary.

Front and side exterior walls must use new materials and generally be compatible with existing construction. Pre-constructed garages, sheds and storage buildings are allowed however, the exterior colors and general design should blend with the existing construction and observance of all utility easements must be strictly observed. All exposed areas not covered by rock, stone or stucco must be painted with two coats of paint.

I/we agree to notify the ALRC at least three (3) days prior to pouring concrete for the foundation. I/we consent to a member of the ALRC to access the property for verification of setbacks and to evaluate compliance with approved plans. Upon written approval of my plans by WHPOA, I/we acknowledge that I/we will only construct those buildings, improvements or appurtenances contained within the plans submitted and approved by WHPOA. I/we are responsible for any required permits.

The acceptance and/or approval of an application does not change or abrogate any obligations of the property owner(s), representative, contractor or professional to obtain any necessary permits or to comply with applicable governmental regulations. Also, I/we understand that WHPOA's evaluation is limited in scope and solely for the benefit of the Association.

I/we understand that all submissions must be complete before a review can be undertaken and the WHPOA ALRC will act as quickly as possible within thirty (30) days of receipt of all required documents. The WHPOA ALRC **will attempt to review and act on all completed applications** within ten (10) business days. In the event that the WHPOA ALRC fails to respond within thirty (30) days of a completed application, the application must be resubmitted.

This project must be completed within six (6) months following concrete foundation pour (if applicable) or the actual start date of the project. This approval expires one year from the approval date. Submit ALL paperwork to: [sooners162@gmail.com](mailto:sooners162@gmail.com).

My estimated start date is \_\_\_\_\_. My estimated completion date is \_\_\_\_\_. I agree to notify the ALRC of my actual start date.

\_\_\_\_\_

Owner(s) Signature

\_\_\_\_\_

Date

**Review and approval by WHPOA ALRC**

Remarks/Comments:

\_\_\_\_\_

ALRC Co-Chair, ALRC Mbr or WHPOA President: Date: \_\_\_\_\_