**REQUEST FOR ARCHITECTURAL APPROVAL**

Please complete and send back to [westglenshoa@gmail.com](mailto:westglenshoa@gmail.com) or attach with your message on our website under “Contact Us.”

We will review and contact you if we have any questions or concerns. Thank you.

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| **Property Owner** |  | | |
| **Address** |  | | |
| **Lot Number** |  | | |
| **Phone Number** |  | | |
| **Estimated Start Date** |  | **Completion** |  |

1. Narrative description of the proposed home and/or landscape improvement changes or additions. Cite materials and colors to be used. State similarities to existing structures as appropriate. Use additional sheets of paper if necessary.

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2. Please attach drawings to this request showing all proposed improvements including relationship to existing structures, landscaping, setbacks and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:

A. Plot Plan- “top down view” – the improvements should be drawn on a copy of your lot survey to show where the change will be placed.

B. Elevations(s) – side, front and rear views – one or more as necessary.

3. Attach a complete hardscape and landscape plan showing property lines and setbacks.

4. Attach paint or siding samples if applicable. (This includes black and white).

5. Attach permit and inspection documents as needed.

6. Reason for change/addition

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**WEST GLEN HOME ASSOCIATION**

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| **Approved** | Circle one **YES NO** | | |
| **Conditional Approval** | Circle one **YES NO**  If YES, List Conditions Below | | |
| **Disapproval** | Circle one **YES NO** | | |
| **Comments** | List Comments Below, If Any | | |
| **Signed** | Signature | **Date Signed** | Date |