

Curtis Farms Homeowner's Association

PO Box 852, Delaware, OH 43015

CURTIS FARMS HOMEOWNER'S ASSOCIATION APPLICATION FOR EXTERIOR IMPROVEMENTS

If you are interested in completing exterior improvements, please be aware of the guidelines set by your Covenants and Deed Restrictions. For "pre-approval" and acceptance of your proposed improvement, please complete this form and submit to the Homeowner's Association (HOA) Board of Directors for review. Upon verification that your proposed changes are within the guidelines of the Association, you will be notified, in writing, within 30 days of the receipt of your request. **Your HOA dues balance must be current and in good standing before any improvements will be approved.**

- 1) Complete all information on this application, along with detailed drawings or literature showing your proposed improvements. Mail this application and supporting details to :
Curtis Farms HOA
PO Box 852
Delaware, OH 43015
- 2) Approval of application is good for one year from the date it is approved by the HOA.
- 3) A Homeowner may, in the future, be required to remove all or part of any improvement for maintenance of a common area if the improvement restricts access to make a repair to a common property. The Homeowner will be responsible for any cost incurred to assess that area.
- 4) Submit one application per requested improvement.
- 5) Allow thirty (30) days for approval.
- 6) All proposals must include a Surveyor's/Plot Plan with area of proposed change clearly marked.
- 7) Homeowner is responsible for obtaining all necessary building permits and for contacting O.U.P.S.

Please describe in detail the proposed improvement: *Must include materials to be used and size/height and square footage*

Please provide location(s) of improvement and drawing showing proposed installation:

(Use reverse side if needed for drawing)

Please attach drawings/pictures of improvement along with a copy of the plot showing placement upon the Lot.

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

Does the City of Delaware require a building permit: *Check appropriate box.*

Yes:		No:	
------	--	-----	--

Curtis Farms Homeowner's Association

PO Box 852, Delaware, OH 43015

If Yes, what type of permit is required, and have you have already acquired the necessary permit?

Yes:		No:		Type of Permit Required:	
------	--	-----	--	--------------------------	--

Who will be performing the work?	
What is the proposed start date?	
Does your property boarder a walking trail or pond?	

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 of my Homeowner's Association. I acknowledge my obligation to allow sufficient time for processing of my request.

Name of Applicant:	
Address:	
Home Phone:	
Alternate Phone:	
Email Address:	
Date of Application:	
Signature of Applicant:	

Curtis Farms Homeowner's Association

PO Box 852, Delaware, OH 43015

OFFICIAL EXTERIOR IMPROVEMENT REVIEW

(Please do not write on this page)

€ Approved

€ Approved with restrictions

€ Deferred, additional information requested

€ Denied

Association Review Signature: _____ Date: _____