

Architectural Change or Add Submission Form



Dear City of Zion,

Shepherds Crossing HOA is aware of the following work being done at my home.

Owner Name: _____ Property Address: _____ Zion, IL. 60099

Phone: _____ Email: _____

Modification or Addition Requesting:

- | | | |
|--|---|---|
| <input type="checkbox"/> Windows (Any / All) | <input type="checkbox"/> Roof | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Fence (NO chain link) | <input type="checkbox"/> Garage Door | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Door (Front) | <input type="checkbox"/> Light Fixtures/Post |
| <input type="checkbox"/> Pavers (of any kind) | <input type="checkbox"/> Storm Door (Front) | <input type="checkbox"/> Other Modification (Explain in |
| <input type="checkbox"/> Driveway Replacement | <input type="checkbox"/> Patio/Arbor/Deck | description below) |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Pool/Spa | |

Description of and reason for request (**Required**): _____

Is this request in response to a violation letter we sent you? Yes ☐ No ☐

I certify that the above information is an accurate representation of the proposed improvements/alterations and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements/alterations will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the HOA Board of Directors. The Board Officers, or its agents, may enter the property to make inspections, as necessary or required.

Owner/Applicant Signature: _____ Date: _____

Name of Contractor/Company: _____

Contractor Signature: _____ Date: _____

Informational Addendum

REVIEW PROCESS – Your association's governing documents stipulate the amount of time the Board may take to render a decision. However, the Board will make every reasonable effort to expedite the review process. Applications will be reviewed during the time frame for completeness and the Board may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ACC. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the HOA.**

NOTIFICATION - Homeowner will receive this form in person or by email, once the request has been approved or denied.

Architectural Change or Add Submission Form



Owner and Contractor Acknowledgements:

I/We understand:

- That no work on this request shall commence until I have received approval from the HOA Board of Directors;
- Any construction or alteration to the subject property prior to approval of the HOA Board of Directors is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat, orderly and timely manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The Builder/Applicant acknowledges and agrees that Shepherds Crossing HOA assumes no liability resulting from the approval or disapproval of any plans submitted. The Association assumes no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.
- It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ACC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

Please send your request to:

SCHOA Board
4103 Phillip Drive
Zion, IL 60099

PHONE: 847-791-9044
EMAIL: board@schoa.net
WEBSITE: www.schoa.net

For Office/Board Use Only:

Date Submission Received:

☐ APPROVED ☐ APPROVED W/STIPULATIONS ☐ DENIED ☐ DENIED – INSUFFICIENT INFORMATION

Stipulations/Comments/Suggestions: _____

Board Pre-Approval Inspection: _____ Board Post-completion Inspection: _____