

# **Submitting An Architectural Application?**

Looking to make some exterior modifications to your home/property? You will need to complete and submit an Architectural Application for review and approval by your Association Board of Directors and/or Association Architectural Review Committee **prior** to any changes being made. **The review process can take up to 30 days in full.** Keep in mind the review process will not start until payment and **all required** information is received in **full**.

- 1) **Application** – *must be filled out in FULL. All items being installed must be listed out in the description box.*
- 2) **Plot Survey** – *a plot survey can be found in your closing documents, if not please contact your title company or builder for further assistance. Anything from the auditors site or google maps will **not** be accepted. All improvements must be marked on the survey showing dimensions and the location in relation to the property lines, build lines, all existing structures and improvements on your lot.*
- 3) **Photo Examples** – *pictures showing what the proposed improvements will look like. Showing the style, materials being used and what the finished product will look like.*
- 4) **Processing Fee** – *Please mail in a check and/or money order, made payable to Towne Properties. Please see mailing address below. We **DO NOT** accept cash payments. The processing fee is **\$25.***

**Towne Properties  
777 Dearborn Park Lane  
Suite A  
Worthington, OH 43085**

# Architectural Application

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*The application review process can take up to approximately 30 days in full to be completed. There is a required, non-refundable, **\$25 application processing fee** made payable to Towne Properties. Once your application and processing fee have been received by our office, in full, your application will be submitted for review.*

\*Name: \_\_\_\_\_ \*Homeowner E-Mail: \_\_\_\_\_  
\*Address: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_  
\*City/State/Zip: \_\_\_\_\_ \*Submission Date: \_\_\_\_\_  
\*Community Name: \_\_\_\_\_

\*Building Permits: \_\_\_\_\_ \* Does your property border a lake or  
walking trail?  
\*Contractor: \_\_\_\_\_ \*Does this improvement extend into  
any Common Area or Easement?

Brief Description Of Proposed Improvement(s):

As part of your proposed architectural changes, a city permit may be required before any Board approved work can begin. However, city approval alone does **NOT** eliminate needing Board approval. Please **do not start or schedule any work** until you have received approval from the Association Board of Directors and/or Architectural Review Committee for your proposed request.

*By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application. You are also acknowledging that you have read, understand and agree to the application and review process.*

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**\*Homeowners Signature**

**Date:**

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Professionally Managed by • Towne Properties  
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