

## **Architectural Request Application Instructions**

To make a request for Architectural Review, please complete a request form and submit it with all necessary documents, drawings and estimates to:

Birchwood Estates Homeowners Association  
PO Box 188  
Festus, MO 63028

[bwetrustees@gmail.com](mailto:bwetrustees@gmail.com)

## **Specific Requirements for Submission**

All improvements must be made in accordance with the Declaration of Covenants, Conditions and Restrictions for Birchwood Estates. By virtue of the purchase of your home in Birchwood Estates, you have subjected yourself to the legal documents of the Association. Please review these documents carefully, and make sure your plans comply with the requirements. Unless specifically exempt, all improvements must be approved by the Architectural Control Committee. The benefit of an architectural review is two-fold; first, Birchwood Estates will maintain its attractive appearance if there are standards, secondly, if Birchwood Estates by maintaining the appearance, the value of all properties will be retained at a higher level than if there were no reviews. Wait for approval before proceeding with any improvements or ordering materials. Not waiting could be a costly mistake.

Attached you will find a submission / application form for your use. Application must be accompanied with necessary documents, photos, drawings, brochures, and information pertinent for presentation along with application fee of \$50 payable to: Birchwood Estates. Applicant will be notified in writing by mail (USPS) and/or email if provided once the request has been approved or denied. Please allow up to 45 days from date of submission for response.

# BIRCHWOOD ESTATES HOMEOWNER ASSOCIATION

## ARCHITECTURAL REQUEST APPLICATION

*Please print or electronically fill out in completion with all supporting documents or your request will be denied.*

*All plans for improvements shall be submitted with an application fee of \$50 payable to: Birchwood Estates HOA*

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

### Request Type:

Improvement to be made: \_\_\_\_\_

Construction materials and colors to be used: \_\_\_\_\_

Person Performing Work: \_\_\_\_ Self \_\_\_\_ Contractor: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

THIS IS A RESUBMITTAL \_\_\_\_ YES \_\_\_\_ NO

Additional Information/Description: \_\_\_\_\_

A copy of your lot map with markings of dimensions and location of additions / changes must be included. Wait for approval before proceeding with any improvement or ordering any materials. Not waiting for approval could be a costly mistake. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the Owner at their expense, or modified to the acceptance of the Association. All approvals granted shall be in writing and expire in six (6) months. Work shall be completed expeditiously once commenced, in a good workman like manner and timeframe acceptable to the Association.

**Required:** Include a site plan/survey (including all property lines) of your lot showing the exact location of the item/work for which approval is requested. Include a color sample, if applicable and available and a picture of the item in question.

### Certification:

I understand approval of the above changes by the Birchwood Estates Homeowner Association Architectural Committee or Board of Directors does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and observing all local zoning ordinances. If approved, I agree to make the changes under the terms and conditions specified in the letter of approval. All changes will be on my property or property lines. Access areas of construction are only to be allowed through your property, and you are responsible for any damage to the common areas during construction.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_