

LOGSDON'S RIDGE HOMEOWNERS ASSOCIATION

Changes and / or Additions to Property

APPROVAL FORM

Please submit this form to the Architectural Committee for approval at logsdonsridge.architecture@gmail.com or via mail.

Date Submitted: _____ Start Date: _____ Completion Date: _____

Homeowner's Name: _____

Property Address: _____

Convenient phone No.(s): _____ Email: _____

Project Description:

Committee's Comment Below:

**HOA
APPROVAL**

Date: _____

YES

☐

NO

☐

Signatures: _____

This form is required to be reviewed within the first 20 days after submittal. Owner is to be notified in 30 days or less from the date of submittal.

Return the form to Architectural Committee via logsdonsridge.architecture@gmail.com or via mail.

LOGSDON’S RIDGE HOMEOWNERS ASSOCIATION

Changes and / or Additions to

Property
CHECKLIST

When planning an exterior project of **any** type (repair, replacement, addition, improvement, etc.) homeowners are advised to first refer to the **Property Change Process, Liberty Township** and **Butler County Permit Requirements**, and **LRHOA Fence and Playset** Guidelines on the LRHOA website to help determine what supporting documents are required to be submitted with the LRHOA Property Change Form.

This checklist is designed to assist the homeowner in providing the LRHOA with all the information needed to properly review the property change request. Before you submit the two-page form, please review this checklist and be certain you have completed it accurately and have included all applicable supporting documents. A detailed form with all required documents will decrease your approval processing time.

PLEASE CHECK ONE:

<input type="checkbox"/>
<input type="checkbox"/>

- Project to be completed by contractor
- Project to be completed by homeowner

CHECKLIST:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Detailed LHROA Property Change From
- Diagram of property depicting project to be done (if applicable)
- Detailed work order if project being done by contractor
- Proof of liability insurance for contractor
- Butler County Permit (*If country requires one*)
- Liberty Township Permit (*If township requires one*)
- Written statement from homeowner that they will assume all liability.
(*For project to be complete by homeowner.*)
- Homeowner Acknowledgment of Fence Responsibilities (if adding a fence to the property.)

I, _____, hereby agree to abide by the rules and regulations of the LRHOA, Liberty Township and Butler County. Refusal to provide the LRHOA with all requested information will result in the HOA’s inability to make timely informed decision that is in the best interest of the homeowner and Logsdon’s Ridge in general. Said refusal will result in an automatic denial of the project. I am aware that any project started without the written approval of the Logsdon’s Ridge Homeowners Association is a violation of Article 5.1 of the LRHOA Declaration and will result in the issuance of a Certificate of Non-Compliance against the property and recorded in the Office of the Butler County Recorder.

Homeowner’s Signature: _____ Date: _____