

**Centennial Park Place HOA**  
**Architectural Submission/Application Form**

Owner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Addition: \_\_\_\_\_

**Contractor Information (if applicable):**

Contractor Name: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

**Contact information should the Committee wish to contact you for additional information:**

Phone: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

**\*Please make sure you attached/included all the following information:**

A completed Submission Form

A description of the project, including height, width and depth, roofing materials, colors, etc.

A complete materials list of the project

Attach a picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)

A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Please send your request to:

**Email Address:** [centennialparkplaceHOA@gmail.com](mailto:centennialparkplaceHOA@gmail.com)

**Mailing Address:** Centennial Park Place HOA  
3309 Robbins Rd #444  
Springfield, IL 62704

**For Office/Committee Use ONLY:**

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

Stipulations/Comments/Suggestions:

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Committee Pre-Approval Inspection Date: \_\_\_\_\_

Committee Post-completion Inspection Date: \_\_\_\_\_

**Owners' Acknowledgements:**

I understand:

That no work on this request shall commence until I have received the approval of the Architectural Committee.

Any construction or alteration to the subject property prior to approval of the Architectural Committee 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 Homeowners Association incurs any legal fees related to my construction and/or application, I will reimburse the Homeowners Association for all such legal expenses incurred.

That any approval is contingent upon construction or alterations being completed in a neat and orderly manner.

That there are architectural requirements covered by the Covenants and a board review process as established by the Architectural Committee.

That all proposed improvements to the property must comply with the city, county, state/local codes, and 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.

Any variation from the original application must be resubmitted for approval.

If approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the Homeowners Association.

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 in/to such areas that may occur because of this work or alteration.

The Builder/Applicant acknowledges and agrees that the Architectural Committee and Homeowners Association assume no liability resulting from the approval or disapproval of any plans submitted. The Architectural Committee and the Homeowners Association assume 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 Architectural Committee's or Homeowners Association'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 Architectural Committee/Homeowners Association access to property at any reasonable hour to inspect any 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. The Centennial Park Homeowners Association, the Architectural Committee and any employee or member thereof, shall not be liable for damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Committee.

The Architectural Committee has permission to enter the property to make inspections, as they deem necessary within a reasonable time.

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

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Informational Addendum**

**REVIEW PROCESS** – Centennial Park Homeowners Association governing documents stipulate the amount of time the Architectural Committee may take to render a decision. However, the Architectural Committee will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the Architectural Committee 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 Architectural Committee. 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 Architectural Committee .

**NOTIFICATION** - All owners will be notified by writing by mail (USPS) or email once the request has been approved or denied.

**APPEALS** – Appeals of the Architectural Committee decision must be sent to the Homeowners Association in writing within 7 days after the Architectural Committee decision. Requests must be based on the Homeowners Association documents and timeframes stated by the documents.