

Walden Neighborhood Association Submission Form Instructions for Architectural/Landscape Improvements

In preparing the submission form, please refer to the Walden Guidelines for Architectural/Landscape Improvements and the Declaration for Walden. Homeowners are required to submit any proposed Architectural/Landscape Improvements for approval using the attached form.

Submissions are to be sent to Walden Neighborhood Association, c/o Esquire Association Management by email to: aneumyer@esqmanagement.com. Calls may be directed to (717)824-3071. Please note that **two copies (2)** of proposed plans and specifications are requested, unless submitted electronically.

Procedure: Review for Architectural/Landscape Improvements

1.	<p>In response to a property owner (owner) requesting approval of an Architectural/Landscape Improvement, the Walden Neighborhood Association (WNA) shall provide the owner with the Architectural/Landscape Improvement Submission Form. (Attached)</p> <p>The submissions must be done electronically and kept in word format.</p> <p>WNA shall also provide the homeowner with pertinent Rules, Regulations and/or Guidelines as adopted by the WNA. Current guidelines can be found at http://www.waldenneighborhood.com/</p> <p>The owner submits the Architectural/Landscape Submission Form to the property manager, (Esquire Association Management) together with the required documents as listed on the form. The supporting documents need to describe the project in a manner that allows the Neighborhood Appearance Control Committee (NACC) and the NACB to review and visualize the proposed plan.</p>
2.	<p>Property Manager reviews the package for required documents and administrative completeness. If incomplete, the Property Manager highlights the missing required document(s) and returns the proposal and submission form to the owner.</p>
3.	<p>When complete, the Property manager forwards the package to the NACC.</p>
4.	<p>The NACC, reviews and recommends approval or rejection of the proposal, and submits their recommendation to the NACB for review.</p>
5.	<p>The NACB reviews the request and the NACC's recommendation at the next NACB Meeting. The NACB either approves or rejects the Architectural/Landscape Improvement request.</p>
6.	<p>If approved, the original Submission Form is noted as "Approved" and signed by the Presiding Officer, along with any stipulations as required by the Association. If rejected, "Rejected" is documented on Architectural/Landscape Improvement Submission Form, along with the reason for the Association's determination.</p>
7.	<p>The Property Manager will inform the owner of the NACB's determination via letter which shall include a copy of the submitted package.</p>
8.	<p>The Property Manager will retain a copy of the owner's Improvement Submission Form and Plan Package with the accompanying NACB's decision and keep a copy on file.</p>

**Walden Neighborhood Association
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Architectural/Landscape Improvement Submission Form			
Send to: Walden Neighborhood Association c/o Esquire Association Management 951 Rohrerstown Road, Suite 204 Lancaster, PA 17601	Electronic Submission can be made to: Attn: Amy Neumyer Email for Arch Request: aneumyer@esqmanagement.com		
Name(s) of Property Owner:			
Address:			
Homesite #:			
Phone:			
Email Address:			
Briefly Describe the Proposed Architectural/Landscape Improvement: _____ _____ _____ _____			
So that neighbors are aware of the proposed improvements, please communicate your proposal to the homes adjacent or effected by the proposal, or the next nearest neighbor. Understand this is a “courtesy and awareness process” for your neighbors and is not to be intended as an “approval “of the proposal. Document this communication by initials/address of those homeowners here:			
Initials	Owner Name(s) – (Print)	Street Address	Date

In accordance with Article VI of the Walden Declaration, please attach the documents for the above described work (please submit two copies; one copy will be returned to you).

Proposed Work/Construction Documents must include:

- Photograph (digital preferred) of area to be improved.
- Photograph (digital preferred) of materials to be used.
- Drawing of entire property which shall include: property lines including identification of neighboring structure(s) and/or open spaces, alley, sidewalk, street, house and garage, and any pertinent landscaping.
- The scope of the work (what is being done and where) which shall include:
 - Any construction plans provided by contractor (if using one) and/or construction plans if doing the work yourself.
 - The proposed architectural design (the styles and flow of the improvement and how it will look when finished)
 - Description of all materials and colors to be used (include any brochures/photos)

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- Landscape plans, if work is landscape in nature, including tree replacements in accordance with Section 6.3.5 of the Declaration.
- Feel free to use the provided examples for your type of work, Fence, Patio, Landscape or Other.

For Association Use

1. Date Received by Property Manager: _____

Submission is:

Complete

Incomplete

Date returned to Owner: _____

Date forwarded to NACC: _____

2. Neighborhood Appearance Control Committee

Date Request received: _____ Recommend
 Not Recommend

Chairman Signature: _____

Board Member (1) Initials: _____ Board Member (2) Initials: _____

Stipulations: _____

Date Submitted to Neighborhood Appearance Control Board: _____

3. Walden Neighborhood Appearance Control Board

Date Request received: _____

Approved

Rejected

Signature of Presiding Officer: _____

Stipulations/Reason for Rejection:

