

## Architectural Approval Form

(Please be as detailed as possible)

- ❖ Allow thirty (30) days for approval process
- ❖ All proposals **MUST** include a Surveyor's/Plat Plan with area of proposed change clearly marked
- ❖ Homeowner is responsible for obtaining any necessary building permits
- ❖ You may apply for more than one change per form (i.e., a fence and a deck)

Name \_\_\_\_\_ Lot Number \_\_\_\_\_

Address \_\_\_\_\_ Community \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please describe the change in detail including proposed structure, materials to be used and/or size(height) and square footage.

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What color will the improvement be? If natural wood, please state so.

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List any required building permits. \_\_\_\_\_

As marked on you plat plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement? \_\_\_\_\_

Who will be performing the work? \_\_\_\_\_

What is the proposed start date? \_\_\_\_\_

Does your property border a lake or walking trail? \_\_\_\_\_

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PERSONAL TOUCH MANAGEMENT, INC.

317-535.0441

hoatimbervalley@gmail.com

**Official Architectural Review**  
(Please do not write on this page)

**{ }Approved**

**{ }Approved with restrictions**

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**{ }Deferred, additional information requested**

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**{ }Denied**

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ARB Signature \_\_\_\_\_

Date \_\_\_\_\_

Return to:  
Timber Valley HOA  
P.O. Box 1053  
Greenwood, IN 46142  
Phone (317)535-0441  
Email: hoatimbervalley@gmail.com

**PERSONAL TOUCH MANAGEMENT, INC.**

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hoatimbervalley@gmail.com