

# Silver Creek Homeowner Architectural Change Request Application



Date: \_\_\_\_\_

The mission of this application is to assure that all Silver Creek residences continue to adhere to the highest standards of community conformity as reflected in the community documents. Modification refers to physical architectural changes such as, but not limited to, **sheds, fence installations, deck expansions, temporary/permanent home exterior modifications.**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

2. Briefly describe the proposed change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list below the major construction materials that will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible with the building and/or community).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Please attach the following information:**

- A. Plan indicating the location of the project.
- B. Blueprints, plans, or working drawings indicating all necessary dimensions and elevations.
- C. If available, a photograph, brochure or drawing of a similar completed project.

5. Project Schedule:

- a. The project will be completed by:  Homeowner  Contractor  Both
- b. Anticipated start date: \_\_\_\_\_ with an end date of: \_\_\_\_\_
- c. Approximate time needed to complete project after Board approval? \_\_\_\_\_
- d. Have you received any building permits that may be necessary for your project?  N/A  Yes  No
- e. Landscape plans need approval with drawings. Are these attached?  N/A  Yes  No

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6. Have you read all covenants, conditions, and restrictions regarding this modification to ensure you are in compliance with the Silver Creek CCR's and all amendments?  Yes  No
7. Some projects may require the signatures of several adjacent neighbors. Their signatures indicate their awareness of your proposed plans, but not necessarily their approval. Please contact Silver Creek Board of Directors at [board@silvercreek.hoaspace.com](mailto:board@silvercreek.hoaspace.com) for clarification. **For most projects, this is not necessary.**

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

8. You understand that applications will not be processed for any Home Owner who is in arrears for any dues or fees owed to the Silver Creek Home Owners Association.  Yes  No

I hereby acknowledge that I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property. I agree to abide by the rules established by the Declaration of Covenants, Conditions and Restrictions and will be solely liable for any upkeep required by the addition of this improvement. I understand that I am to contact the city to obtain a permit if one is required before any construction begins on my property. I will submit a drawing with the proposed location of the Architectural Improvement for the Board of Directors to review.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTE: All submitted materials shall remain the property of the association. You may wish to make a copy for your personal records.**

Please complete both pages and return this form via email to [board@silvercreek.hoaspace.com](mailto:board@silvercreek.hoaspace.com)  
You may also mail this to KY Realty – Attn: Dennis McCoy, 3944 Bardstown Road, C/O Kentucky Realty Corp 40218

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**FOR SILVER CREEK BOARD PURPOSES ONLY – PLEASE DO NOT WRITE BELOW**

REVIEW BOARD ACTION:	<input type="checkbox"/> Approved as submitted	Date Received: _____
	<input type="checkbox"/> Denied	Date Approved: _____
	<input type="checkbox"/> Additional Information required (see comments below)	Date Denied: _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_