Please complete this form and return the completed application along with the required documentation to the following address:

Woodland Ridge HOA Board

PO Box 779

Merton, WI 53056-0779

**OR**

Email: [David.Griffis@woodlandridgehoamerton.com](mailto:David.Griffis@woodlandridgehoamerton.com),

[Loran.Dowling@woodlandridgehoamerton.com](mailto:Loran.Dowling@woodlandridgehoamerton.com),

[Christos.Karadimas@woodlandridgehoamerton.com](mailto:Christos.Karadimas@woodlandridgehoamerton.com)

|  |  |
| --- | --- |
| Date of Submittal | \_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_ |
| Owner Name(s) |  |
| Address |  |
| City, State Zip |  |
| Daytime Phone Number |  |

Please provide a narrative in the box below for the proposed Architectural Request below. Where applicable, please reference location, dimensions, color choice and materials. See the endnote below for additional information that is required in the narrative related to fence, pool house or garden request.1 Include a drawing that shows the location on your lot/land.

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**Proposed Begin Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Completion Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 **If you are proposing to build a fence**, please answer the following in the narrative above: What is the height? Will the fence be at least two (2) feet from the lot lines on all sides? What will the fence material be? Do you intend for the fence to be around the entire perimeter of your lot?

**If you are proposing to build a pool house or garden**, please answer the following in the narrative above: What will the material be; will the exterior material be exactly the same exterior material that is on your home? What will the color be; will it be the exactly the same color of your home’s exterior? What will the pitch be; will it be exactly the same as the pitch of the roof on your home?

Will there be any electrical connections? If so, will the electric lines be installed underground? Will there be landscaping; what type of landscaping/plants will be installed?

The following are attached to this request:

**􀂉** Drawings and Plans **􀂉** Specifications **􀂉** Pictures

**􀂉** Manufacturers Info **􀂉** Stake out survey depicting proposed structure(s)

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned, being the owner/s of the above referenced property located in the above referenced association, hereby apply to the Woodland Ridge Board of Directors for approval of the proposal described above. I/We:

1. Acknowledge that I /we have read the Declaration of Restrictions, Bylaws, Rules and Regulations which relate to the proposed request.

2. Understand that I/ we shall retain a copy of the documents we are sending because the items submitted to the Architectural Control Committee will be retained for Association records and will not be returned to the applicant.

3. Understand that matters which require approval from the Architectural Control Committee may also require approval from the municipality and that approval of a request by the municipality does not constitute approval from the Architectural Control Committee and vice versa.

4. Understand that each request is handled on its own merits.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **For Office Use Only** | |
| Request Received Date: |  |