**REQUEST FOR ARCHITECTURAL APPROVAL FORM**

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| --- | --- | --- | --- |
| **Property Owner** |  | | |
| **Address** |  | | |
| **Email address** |  | | |
| **Phone Number** |  | | |
| **Estimated Start Date** |  | **Completion** |  |

**Thank you for taking the time to present your home improvements in writing to the Sleepy Hollow Homeowner’s Architectural Committee.**

**Please review the “attached” Sleepy Hollow Architectural Guidelines (page 3).**

**Fences:** Woodsplit-rail fencing is the approved choice, but construction of any type of fence is subject to the approval of the Architectural Committee. For built-in swimming pools, please confer first with the Sylvania Zoning Department for pool fencing requirements, as per Sylvania City Codified Ordinance: 1325.04.; then apply for Sleepy Hollow Architectural Approval.

**Modifications to Structures (additions, patios, pergolas, porches, arbors, gazebos):**

We kindly ask that you submit detailed information (blueprints, photos and drawings).

**Hedges or Landscape Renovation:** Please provide a plan with lot lines and consider giving space along a neighbor’s property line with allowance for future plant growth. Identify plant types of hedges or bushes. Consider contacting a professional landscaper for landscape design, selection of resilient plants, deer-resistant plants and non-invasive species. One good resource is the Lucas County Extension Service [Landscape Guide](file:///C:\Users\clara\OneDrive\Desktop\(https:\lucas.osu.edu\news\landscape-design-resources-homeowners)).

**Please describe your project:**

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| *Please submit artist’s sketches and/or photographs. Include a surveyed drawing showing the location of any such improvement and its relative location/distance to lot lines and existing structures.*  *Depending upon your project, include measurements of structural elevations, materials or plant types. Attach additional information as needed.* |

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Homeowner’s Signature Date

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**SLEEPY HOLLOW ARCHITECTURAL COMMITTEE GUIDELINES**

1. Any requests for approval be made in writing (with artist’s sketches and/or photographs) in triplicate to the Committee. Any application should contain a surveyed drawing showing the location of any such improvement and its relative location/distance to lot lines and existing structures.
2. The general concept of Sleepy Hollow is an “open sight” line concept where each owner benefits from views onto their neighbor’s property, the golf course, covered bridge, rolling terrain, and streams. Sleepy Hollow intends to maintain itself as an “upscale” semi-suburban development of shade trees and open terrain promoting use of natural materials, landscaping, etc.
3. The Committee will consider the following general standards when presented with a request:
4. Fences – Construction of any type of fence is subject to the approval of the Architectural Committee. Wood split-rail fences consisting of 2 or 3 rails, and measuring 42 inches high are generally permitted in rear and side yards.
5. Mailboxes – Wooden mailboxes are uniform throughout Sleepy Hollow and are to be kept in good condition and painted with Benjamin Moore paint color Briarwood 73. This is the only mailbox style and paint color permitted in Sleepy Hollow.
6. Modifications to structures – Any structural modifications, additions, or visible improvements to a lot and or residence must first be submitted to the Architectural Committee for approval.
7. Outbuildings – Outbuildings and sheds are not permitted.
8. Pools – No above ground pools are permitted. In ground pools and hot tubs must be approved by the Architectural Committee.
9. The Committee may, in exceptional circumstances, consider variances from the general standards outlined above. Any exceptions will be granted only in exceptional circumstances taking into consideration the unique circumstances involved including, but not limited to the following: (i) corner lots; (ii) lots on the exterior perimeters of Sleepy Hollow; (iii) unique configuration of lot; (iv) existing and/or proposed utility access; (v) existing geologic and topographical conditions; (vi) existing improvements on a lot and surrounding lots; and (vi) legal restrictions such as accommodating handicapped access.

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