**BRENTWOOD VILLAGE HOA**

**Architectural Request Form**

|  |  |
| --- | --- |
| **Home Owner Name:** |  |
| **Address of Property:** |  |
| **Contact Number:** |  |
| **Contact Email:** |  |

**Date Request Sent:**

**Please note the Architectural Committee has 30 days to review all requests and you MUST have written approval to proceed.**

**TYPE OF MODIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **HOME ADDITION** |  | **FENCE** |  | **EXTERIOR PAINT** |
|  | **OUTBUILDING** |  | **PORCH** |  | **DECK OR PATIO** |
|  | **LANDSCAPING** |  | **DRIVEWAY** |  | **OTHER** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT START DATE** |  | **PROJECT COMPETION DATE** |  |

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/ MODIFICATIONS, INCLUDING FOR THE FOLLOWING INFORMATION:**

LOCATION, SIZE, COLORS, MATERIALS, CONTRACTORS, COPY OF PROPERTY PLAT WITH A MAP OF CHANGES, PLANS, PHOTOS, DRAWING, ROOF DESIGN, EXTERIOR FINNISH, DIMENSIONS, UTILITIES, LANSCAPING.

**THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.**

**\*\*NOTE: Homeowner’s are responsible to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to. Homeowners are responsible for any drainage areas affected by any modification and are NOT permitted to negatively alter the drainage for other properties.**

**BRENTWOOD VILLAGE HOA**

**Architectural Committee Response Form**

(To be completed by a member of the Architectural Committee or other qualified HOA Board Member)

**Address:**

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| --- |
|  |

**Complete Information Received**: YES/NO

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| --- | --- | --- | --- |
| **Date information requested by homeowner** |  | **Date information sent to homeowner** |  |

**RESOLUTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | APPROVED |  | APPROVED WITH RESRICTIONS |  | DENIED |
| *If approved with restrictions or denied, include a full description of details. For denials, pleases include the statute within our covenants that supports the denial.*  |
|  |

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

*(Must be signed by a member of the Architectural Committee or qualified HOA Board Member and sent to the President and the Secretary)*