

**HUNTINGTON CHASE HOMEOWNERS  
Architectural Approval Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**I am requesting the Board of Directors to approve the following:**

\_\_\_\_\_ **improvement**      \_\_\_\_\_ **addition**

**Nature of work to be performed (may require blueprints):** \_\_\_\_\_

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

**Contractor:** \_\_\_\_\_

**Estimated Starting Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**Notification of Adjacent Neighbors:**

**Neighbors Signatures:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Neighbors Signatures:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Neighbors Signatures:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Neighbors Signatures:** \_\_\_\_\_

**Address** \_\_\_\_\_

1. Utilities location:      Drainage, utility easements are not typically allowed to have improvements made in, but if are, would be a homeowners responsibility to remove if needed.
2. Survey property: Survey your property lines, stay within your property lines.
3. The Co-Owner further understands, acknowledges and agrees that any additions, improvements, repairs or alterations to his/her unit are the sole responsibility of the Co-Owner and his/her heirs or future Co-Owners shall be fully responsible for maintenance, repairs and upkeep on same.

DRAWING / SKETCH AND ATTACH PLOT AND SURVEY PLAN

\*All materials used and improvements must meet Architectural Guidelines.

**For Board Use Only**

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommendation** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

\_\_\_\_\_ **Additional information needed**

**Final inspection by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved President BOD:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Bldg.& Grounds Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_