



## APPLICATION FOR EXTERIOR ALTERATION/MODIFICATION

Your application and supporting documentation must be submitted and approved **BEFORE** you begin your project. Refer to Section 3.02 of the Deed Restrictions found on the VAC website for specifics. Alterations/modifications must be approved by your Homeowners Association.

Complete **both** the Application and Checklist sections of this document. Submit along with copies of plans, drawings, literature, etc.

Mail Documents to:	Vaughan Group Ltd. 6099 Riverside Drive, Suite 200 Dublin Ohio 43017
Or scan documents and email to:	<a href="mailto:Village-at-alum-creek-architectural-review@googlegroups.com">Village-at-alum-creek-architectural-review@googlegroups.com</a>

Submissions without adequate documentation will delay review. Denied requests can be appealed to the Board.

COMMUNITY NAME: **THE VILLAGE AT ALUM CREEK**

NAME: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

Description of modification(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated completion date for project(s): \_\_\_\_\_

(Must be completed within 90 days of approval)

Your Application for Alteration/Modification      HAS      HAS NOT      been approved. _____ Signature of Architectural Review Committee Member or Trustee      Date
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Be sure to read the governing document for your community and complete the attached checklist before you submit your application for approval. Any deviation from approved plans will require a new application be submitted. Please allow 20 days for reviews to be completed.

After you have received approval from the Association, **contact the County or Township you reside in to obtain a permit (if necessary)**. The County or Township you reside in may require an approval letter from the Association and a site plan depicting your improvement on your lot/home. **For your safety, contact Call Before You Dig at 811.**

DATE REQUEST RECEIVED \_\_\_\_\_

## Architectural Review Checklist

Your Association reviews the site plans, architecture, landscape architecture, and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction and/or installation shall commence without prior written approval from the Association and all required government approval.

**The following is a schedule of information required at each review. Only complete submittals will be considered.**

- Complete copy of the Alteration/Modification Application.
- Set of complete building and site plans with specifications for the building and other permitted structures (e.g. patios, decks, walkways, satellite dishes, solar panels, etc.).
- Clearly marked site survey showing the location of the proposed improvement. A copy of your original land survey, if not included with your closing documents, can be obtained from Hoy Land Surveying ([www.hoyls.com](http://www.hoyls.com)). They have surveys for many of the homes in our community and will be glad to email a copy to you at no charge.

**The Architectural Plans shall include (changes, additions or structural changes).**

- All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- Selection of all exterior materials and finishes.

**Landscape Design Review:**

- Complete set of Landscape drawings and specifications.
- Landscape Plan should show:
  1. Existing and proposed trees and/or plants.
  2. Proposed tree/vegetation/plant removal.
  3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
  4. Utility meters, air conditioning condensers and method of screening.
  5. Low voltage landscape lighting with fixtures and transformer types and locations.
  6. Plant materials list.
  7. Other

### **IMPORTANT – MUST BE SIGNED**

I agree with all Conditions for Review and Approval. **I understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

PHONE: (Home/Cell/Work) \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

Owner Signature: \_\_\_\_\_

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