

**Sunset Cove Homeowners Association
Architectural Review Committee Application**

Homeowner to complete Sections 1 through 5

1. Homeowner Information

Name: _____

Address: _____

email address: _____

Phone: _____

2. Project Description

Describe your project.

Impact to Existing Structures or Utilities (remember to "Call Before you Dig") _____

Changes to structures / systems? _____

3. Materials to be Used (please be specific)

4. Project Schedule

a. Estimated Start Date _____

b. Estimated Completion Date _____

c. Work to be completed by _____

d. Contractor Name _____

e. Contractor Phone _____

5. Please attach the following.

- a. Site Survey or Plot Plan indicating the location and dimensions of the Project.
- b. Blueprints or Drawings indicating all necessary dimensions and elevations.
- c. Color or Paint sample, if applicable
- d. Photograph(s) or address of a similar completed project, if available.
- e. Permits required for Deck addition, alterations or letter from the City of Lawrence confirming a permit is not required.
- f. Any other pertinent documentation pertaining to this project.

Sunset Cove Architectural Review Committee Application

An application submitted without all required submissions will be considered incomplete. In such cases, the AR Committee's thirty (30) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to help with adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's community manager prior to submission of an application.

To be considered by the Architectural Review Committee, the application must include the following;

- Sketches / plans
- Dimensions and proposed material
- Color
- Are Lawrence City permits required? Yes / No
- If answered No, provide Lawrence City Inspector confirmation indicating Not required for this project!

To the applicant:

- 1) You understand and accept that compliance with the Guidelines, Protective Covenants and approval by Sunset Cove Architectural Review Board do not necessarily constitute compliance with the provisions or building and zoning codes and laws of Lawrence City. (The building ordinance of the City of Lawrence requires that you file plans with the building inspector at their office for construction requiring a building permit). Further, nothing contained herein shall be construed as a waiver or modification of any said restriction and/or requirement.
- 2) You understand and agree that no exterior alteration shall commence until written approval of the Architectural Review Committee (ARC) has been returned to the applicant/homeowner. If declined, alterations made prior to receipt of the ARC application or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
- 3) You understand that the members of the ARC are permitted to enter upon the homeowner's property at any reasonable pre-arranged time for the purpose of inspecting the proposed project site, while the project is in progress, and upon completion of the project, as necessary. Such an entry does not constitute trespass.
- 4) You understand that any approval is contingent upon construction or alterations completed in a workmanlike manner.
- 5) You understand that the alteration authority granted by this application may/will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ARC.
- 6) Should a request be denied, an appeal procedure is provided by the ARC. A verbal request for an appeal must be made within forty-eight (48) hours of receipt of the ARC's decision, followed by submitting a written request within five (5) business days. If you have any questions or concerns about this application, contact ARC at the address/phone listed below.
- 7) You understand and accept all responsibility for maintaining the alteration and/or addition.

Additional instructions for applicant / Homeowner;

Provide all required details on attached sheets (copy of plat, sketches, scale drawings, photos, catalog illustrations, architectural plans). Indicate and plot the location of the project and provide the contractor's name.

Owner Acknowledgement:

The undersigned owner assumes all liability and will be responsible for all damage and/or injury which may result from performance of the work described in this application. The undersigned owner will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.

The undersigned owner hereby acknowledges that they have read and understand the architectural guidelines and Declaration of Covenants, as well as all other guidelines and restrictions which apply to the owner's property and to Sunset Cove. Furthermore, the owner acknowledges responsibility for ensuring that the improvements do not extend into any setback area, easement, or Common Area, or block access to utility meters or equipment. The undersigned owner accepts full responsibility for any cost to remove and/or replace the improvements if the utility company needs to access this area or if the improvements adversely affect an easement.

Neither the Committee nor any agent thereof shall be liable or responsible in any way for any costs, fees, damages, delays, or any charges or liability whatsoever relating to the approval or disapproval of these plans, nor shall the Committee be responsible in any way for any defects in any plans, drawings or other materials submitted to it, nor for any defects in any work done according thereto.

The Committee does not make any representation or warranty as to the suitability or advisability of the design, the engineering, the method of construction involved, or the materials to be used in conjunction with the work described in this application.

I hereby agree to the terms and Conditions of this architectural Change Request Form:

Signature of Homeowner

Date:

Signature of Homeowner

Date:

Please return this form and supporting information to your owner portal in Vantaca or to: Denise Blackwell, Association Management, Inc., 9099 Technology Lane, Fishers, IN 46038 or dblackwell@indyami.com.

Call 317-915-0400 with any questions.

ARC / BOARD ACTION.

_____ **Approved**

_____ **Denied**

_____ **Additional Information Required**

Comments.

Sunset Cove HOA Deck Restrictions

