



Springmill Villages Homeowners Association Request for Architectural Review Home & Landscaping Improvement

Name: _____ Date: _____

Address: _____ Phone: _____

Lot # _____ Email: _____

Description of Desired Improvement/Change _____

The following items are required for **ALL** requests: (please check items are enclosed)

_____ This Completed Form.

_____ A plot plan of your lot indicating where the requested fence, structure, patio, landscaping, etc. will be placed. This was provided at your home closing.

_____ Photos, drawings, blueprints, or photocopies of brochures of proposed structure.

_____ If you are requesting to attach a fence to a neighbor's existing fence, you will need a letter signed by them, authorizing such.

_____ If you are requesting changes in color to your home, include paint swatches.

Please Note: All submitted items will be retained for our files, so please send us copies and retain your originals. The Architectural Review Board **MUST** approve all requests for landscaping or architectural improvements before commencing the improvement. By submitting this form, I agree to adhere to the Architectural Review Guidelines and Requirements and all Declarations of Covenants and Restrictions for my home.

Contractor Name & Address: _____

Will a stake survey be done to confirm property boundaries? Yes No

Expected Project Completion Date: _____

On a separate piece of paper please provide the following details for the completion of your project:

- Materials To Be Used (wood, siding, pavers, etc)
- Stain And/Or Paint Colors And Swatches
- Plants Used
- Expected Building Permits
- Expected Easement Variations
- Neighbors Permission On Joining Fences
- For Fence Requests, Please Describe Fence Style, Height and Materials
- Any Factors or Considerations You Wish To Bring Before The Architectural Review Board As Part Of This Review

The More Information You Provide The Easier And Faster We Can Review Your Request

Please read the Architectural Change Standards below, sign, date, and return as indicated

I understand that the board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions.

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in good workman-like manner by myself and/or a licensed and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
6. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, and community governing documents, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for work. I understand and agree that the Association, it's Board of Directors, it's Agent, and/or the Committee have no responsibility with respect to such compliance and the Board of Directors and/or it's designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, covenant, regulation, and/or requirement.

Note: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

Homeowners Signature: _____

Architectural Review Board requests may require up to 8 weeks for approval. Additional information can be found at the neighborhood website: www.SMVHOA.com. Questions may be directed to the Architectural Review Board members. Board member contact information is provided on the neighborhood website.

**Requests should be submitted to:
SMVHOA Arch. Board
c/o Community Association Services of Indiana (CASI)
11711 North College Avenue Suite 100
Carmel, IN 46032.**

This Section for Use by Architectural Review Board Only.

____ Approved ____/____/____ ____ Resubmit with Changes ____/____/____ ____ Denied ____/____/____

ARB Comments: _____

