

# centerpoint

## Community Association Management Architectural Change Application

Please know it is the goal of the review committee to respond to submissions in a timely manner. The process may take up to 30 days depending on the specific provisions for your community. **The process begins once a complete application is received.** Please refer to the community governing documents prior to making any architectural change request. Specific guidelines and restrictions for projects can be found there.

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

Community: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Lot #: \_\_\_\_\_

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

Phone(s) (H): \_\_\_\_\_ (W): \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Name of contractor/person performing the project work and contact information:

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

In accordance with all Association governing documents, covenants, easements, charges, liens and the Association's rules and regulations, I request consent to make the following changes, alterations, renovations, additions and/or removals to my unit/lot.

### **Project Description:**

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Is this an amendment to a previous request? \_\_\_\_\_

### **CHECKLIST OF REQUIRED DOCUMENTATION FOR PROJECT SUBMISSION**

The application may be emailed if there are no large-scale drawings or paint samples required. **IN ADDITION TO THE SIGNED APPLICATION, PLEASE INCLUDE THE FOLLOWING INFORMATION. FAILURE TO DO SO WILL RESULT IN DELAYS WITH PROCESSING. THE APPLICATION WILL NOT BE SUBMITTED TO THE COMMITTEE UNTIL IT IS COMPLETE:**

1. Detailed written description of project if further explanation is needed apart from application.
2. **SURVEY LOCATION REPORT** for your Lot marking location of the project in relation to the property lines, easements and existing structures. **Please also mark side and rear yard setback distances.** Please know that due to lack of easement locations and accurate property line designations, county mapping of lot typically is not accepted. An SLR is not required if project is a home maintenance project per the attached Supplemental Information Form such as painting or window replacement.
3. Construction plans, blue prints, elevation drawings and/or landscape designs if applicable.
4. Specific information about materials, colors (please submit actual paint samples), style and dimensions of project. Some information is detailed on Supplemental Information Form.
5. Supplemental Information Form if applicable to project type.

**I understand that according to the Declaration and the rules and regulations, the committee will act on this request and provide me with a response via mail or email 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. Failure to comply with the documents or starting work prior to receiving written approval may result in suspension of the project and/or alteration or removal of such project.
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 a good workman-like manner by a contractor or myself. Failure to complete the project within **ninety (90) days** of approval may result in required application resubmittal to the committee.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury, which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association governing the unit/lot, its board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its 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, regulation, or governmental requirement.
8. If my unit/lot adjoins Association common area or contains any easements, I understand the obligations and risks and certify to abide by all restrictions in association governing documents, plat covenants and restrictions, and any local or county laws, codes or regulations.
9. If my architectural change directly impacts an adjoining Lot(s), I understand it is my responsibility to notify my affected neighbor(s) prior to installation to discuss the project, gain their acceptance and establish any potential joint maintenance agreements. The Association bears no responsibility for this action.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR COMMITTEE USE ONLY:</b>	
Date Submission Received: _____	Rec'd By: _____
Submission Packet Complete: Yes or No	
If No, action taken: _____	
<b>Committee Decision: Approved</b> _____ <b>Denied</b> _____	
If denied, reasons for denial: _____	
<b>Approved/Denied by Community Architectural Committee:</b>	
Signature: _____	Date: _____
Approval/Denial Notification sent to homeowner via Mail _____ or Email _____	

**All submission packets may be emailed to: [support@centerpointcam.com](mailto:support@centerpointcam.com)**  
**Please scan and email entire application and supplemental documents as one PDF.**  
**Color photos/illustrations may be scanned separately from the application.**  
**Or mailed to: Centerpoint – 13295 Illinois St., Suite 316 – Carmel, IN 46032**

## **SUPPLEMENTAL INFORMATION FORM**

If your project falls into a category below, please use this form to supply additional required information. Please note that you may also need to provide construction plans, blue prints with elevation drawings for structures, landscaping plans and or photos/drawings of the project. All projects, with the exception of the home maintenance projects listed below, **MUST** submit a survey location report. The project should be drawn on the survey location report and include side/rear yard setback measurements.

**Please also refer to your community's Architectural Guidelines for specific project restrictions.**

### **HOME MAINTENANCE PROJECTS**

#### **ROOFING**

Manufacturer: \_\_\_\_\_

Type: 3-Tab \_\_\_\_\_ Dimensional: \_\_\_\_\_

Color Selection: \_\_\_\_\_

#### **SIDING**

Manufacturer: \_\_\_\_\_ Confirm full replacement of siding: Yes \_\_\_\_ No \_\_\_\_

Type: Vinyl: \_\_\_\_\_ Hardie Plank: \_\_\_\_\_ Other: \_\_\_\_\_

Pre-Primed: Yes \_\_\_\_ No \_\_\_\_ Pre-Painted: Yes \_\_\_\_ No \_\_\_\_ If yes, color: \_\_\_\_\_

If not pre-painted, please indicate finished paint color manufacturer: \_\_\_\_\_

Color Name/Code: \_\_\_\_\_

#### **PAINTING**

Please detail each area to be painted along with corresponding paint color selection information.

##### **Siding:**

Manufacturer: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

##### **Trim:**

Manufacturer: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

##### **Front Door:**

Manufacturer: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

**Shutters:**

Manufacturer: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

**Other Area:** \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

**WINDOWS**

Manufacturer: \_\_\_\_\_

Type of Window: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

Material: \_\_\_\_\_ Screen Type: \_\_\_\_\_ Grid Type: \_\_\_\_\_

Full window replacement: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please list the specific windows that will be replaced and designate side of house for each window – may provide drawing:

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

**DOORS**

Exterior door(s) to be replaced: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Style (please also submit a photo): \_\_\_\_\_

Material: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

**EXTERIOR LIGHTING**

Fixture(s) to be replaced: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Style (please also submit a photo): \_\_\_\_\_

Fixture Finish/Color: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**GARAGE DOORS**

Manufacturer: \_\_\_\_\_ Style (please submit photo): \_\_\_\_\_

Material: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

# **LANDSCAPING PROJECTS**

## **DECKS/PATIOS**

Materials to be used: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Style: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

Will railings be used: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide photo or illustration of style.

Will deck be skirted: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide photo or illustration of style.

## **RETAINING WALLS**

Please provide elevation drawings if this project will change the grade of your Lot.

Materials to be used: \_\_\_\_\_

Style: \_\_\_\_\_ Color Name/Code: \_\_\_\_\_

## **PLANT MATERIAL – IF REQUIRED BY YOUR ASSOCIATION**

Please draw any landscaping beds along with locations of all plant material directly on the survey location report. In addition, list below all plant material to be installed including height/width at maturity. Plant material that has a mature height of less than 18 inches does not need to be included in list.

### **Trees:**

Species

Dimensions at Maturity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Bushes/Other Plant Material:**

Species

Dimensions at Maturity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**OTHER PROJECTS**

**FENCING**

Please mark proposed fence including all gates directly on the survey location report. Please confirm your community's documents for fence requirements.

Materials to be used: \_\_\_\_\_

Style (please include a photo): \_\_\_\_\_

Height: \_\_\_\_\_ Color/Finish Selection: \_\_\_\_\_

**BASKETBALL GOALS**

Please mark location of goal directly on survey location report.

Manufacturer: \_\_\_\_\_

Style (please include a photo): \_\_\_\_\_

**PLAYGROUND EQUIPMENT**

Please mark location of equipment directly on survey location report.

Materials to be used: \_\_\_\_\_

Style (please include a photo): \_\_\_\_\_

Dimensions: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

**ROOM ADDITIONS, SCREENED/GLASSED PORCHES, PERGOLAS, AND OTHER STRUCTURES**

Any structures to be constructed on the Lot or as an addition to the home must be submitted with architectural drawings/blueprints including elevation drawings. Specific information regarding all building materials, dimensions and finishes are also required.

**OTHER PROJECTS NOT LISTED**

Please list pertinent information for projects not listed above. Attach additional sheets if necessary.

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