



ARCHITECTURAL/ LANDSCAPE REQUEST FORM

COMMUNITY NAME: _____
(Please insert your community's name)

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: (Cell) _____ (Home) _____

EMAIL: _____

Please state as concisely as possible the nature of the request to be reviewed by the Architectural or Landscape Control Committee. Please refer to the attached Guidelines when submitting your request.

Plans with exact dimensions must be submitted with this form. If more space is needed please type on a separate page.

Contractor(s) must submit an insurance certificate of liability; 'Certificate Holder' must contain the owner name and address. THE CERTIFICATE MUST BE ATTACHED TO THIS FORM. Contractor(s) will be responsible for any damage to neighboring properties, common area, wires, etc.

As the Owner of _____, I/We agree to be totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved. I/We understand that no work will begin until written approval is received from the Architectural or Landscape Control Committee. I/We agree to make this agreement part of any agreement of sale that I/We enter into for the above-mentioned unit.

Owner(s) Signature(s): _____

NOTE: APPROVAL BY THE _____ ASSOCIATION IS LIMITED SOLELY TO THE VISUAL ASPECTS OF THE PROPOSED SUBMITTAL. COMPLIANCE WITH THE TOWNSHIP BUILDING CODE AND ZONING ORDINANCE, APPLICATION FOR REQUIRED PERMITS AND REVIEWS, AND THE CONSTRUCTIBILITY OF THE PROPOSED DESIGN IS THE RESPONSIBILITY OF THE HOMEOWNER.

Committee Recommendation and Date: _____ **Board Approval Required** YES ___ NO ___
Approved: _____ **Date of Board Approval:** _____
Disapproved: _____ **Owner Notified:** _____

**THIS FILLABLE FORM CAN BE EMAILED TO ARCH@SHEWMANAGEMENT.COM
ALL REQUIRED INFORMATION ON THE CHECK LIST MUST ACCOMPANY THIS FORM. IF ALL THE
INFORMATION IS NOT INCLUDED YOUR REQUEST WILL NOT BE PROCESSED**



ARCHITECTURAL/LANDSCAPE REQUEST GUIDE

Please be sure to include what's listed below:

- Contractor's Certificate of Insurance (Box marked 'Certificate Holder' (*bottom left corner*) **must** contain your name and address, not the contractor, association name or township)
- Contractor's Proposal
- Specification of materials (Colors, types, etc.)
- Color Pictures (Siding, Windows, etc.)
- Description of area (Size, Dimensions, etc.)
- Detailed Diagram with measurements of area of proposed modification/addition
- Plot Plan of your lot showing location of modification/addition (May be obtained from your township)
- List species or types of trees/plants