

Architectural Review Committee
Carlton Heights Sections 5 & 6
Homeowners Association Inc

Homeowner Request for Change/Addition of Exterior Improvement

The Covenants and Restrictions prohibit any exterior improvements to any lot without written approval by the Architectural Review Committee, including paint color change, landscaping, etc.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Community Name: Carlton Heights Sections 5 & 6
2. Lot Number and Lot Address: _____
3. Name: _____
4. Phone: _____
5. Email: _____
6. MailingAddress: _____
7. City, State, Zip: _____
8. Telephone number and best time to reach you between 8 a.m. - 5 p.m., if necessary:

9. Briefly describe the proposed change (Composition, Dimensions, Color, Location, etc.):

10. Please list below the major construction materials which will be used in this project. Be as specific as possible (Exterior materials must conform to those used on the original building or be sufficiently compatible).

11. PLEASE ATTACH THE FOLLOWING INFORMATION:

- **Plot plan indicating the location and dimensions of the project.** This should be drawn on a copy of your Mortgage Survey (also called Surveyor Location Report) and is probably included in the package of documents you received at the closing of your home mortgage with your builder.
- Blueprints or working drawings indicating all necessary dimensions and elevations. You may choose to submit a copy of the advertisement that shows

the completed project, as well as the dimensions and materials for construction.

- If available, a photograph or drawing of a similar completed project.
- Please attach any plans, specifications, bids, etc.
- Will this addition/improvement extend into any Common Area?
- Will this addition/improvement extend into any Drainage, Utility, Sanitary Sewer, Landscape or Lake Easement? _____ *If so the attached Easement Waiver must be returned with this form.*

12. Project schedule:

- Project will be completed by:

_____ Homeowner

_____ Contractor(s) Name

_____ Address:

_____ Phone:

_____ Both

13. Approximate completion time required, subsequent to ARC approval: _____

14. Please indicate any building permits that will be required: _____

NOTE: All submitted materials shall remain the property of the Association. You should make a copy of your submittal for your personal records. The Architectural Review Committee may take up to thirty (30) days from the date of the receipt of complete plans to approve/deny your request. If you have not received confirmation within thirty (30) days, please contact us to verify approval. The Covenants and Restrictions prohibit any exterior improvements to any lot without written approval by the Architectural Control Committee, including paint color change, landscape, etc.

The Committee may respond in letter form, indicating special conditions /considerations or simply return a copy of this form indicating approval or denial on the Committee Action Section below.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the Board, as well as the Declaration of Covenants and Restrictions. I also assure the Board that all improvements will be installed in a professional, workmanlike manner, and will be maintained properly.

Homeowners Signature: _____

Homeowners Printed Name: _____ **Date:** _____

Return to: Chair, Architectural Review Committee

Carlton Heights Sections 5 and 6 HOA Inc

176 W. Logan Street, Box 370

Noblesville, IN 46060

OR scan and email to
carltonheights56@gmail.com

Carlton Heights Sections 5 & 6
Homeowners Association Inc
176 W. Logan Street, Box 370
Noblesville, IN 46060

Dear Homeowner:

Any lot improvement made or installed within an easement is at the owner's risk regardless of the approval by the Architectural Review Committee. If for any reason repairs and or maintenance is required in the easement, any improvement(s) that are removed and will not be reinstalled by the utility company or contractor.

This waiver must be signed and returned with the Request for Architectural Change, to protect you and the HOA of your community. it is to verify that you have a full understanding of the responsibilities and risk of developing an improvement into an easement.

If you are developing into an easement, it is also your responsibility to have the utilities marked prior to commencing by calling "Holey Moley" Indiana Underground Services @ 800-382-5544.

EASEMENT WAIVER

This document is an acknowledgment that I/we,
NAME OF HOMEOWNER (S)

_____ the owner(s) of the property located at
_____ in _____, IN. Lot # _____
STREET ADDRESS CITY

of the Carlton Heights Subdivision community (1) will be installing _____
that extends into a drainage, utility, sanitary sewer, water, common area or landscape easement and
(2) accepts full responsibility of any cost to replace this improvement if the utility company,
developer or other authorized party needs to gain access to that area by removal of such improvement.

Signature of Homeowner _____ Date _____

Signature of Homeowner _____ Date _____

Return this document to: **Chair, Architectural Review Committee**
Carlton Heights Sections 5&6HOA
176 W. Logan Street, Box 370
Noblesville, IN 46060

OR scan and email to carltonheights56@gmail.com