

PROVIDENCE MANOR HOMEOWNERS' ASSOCIATION ARCHITECTURAL APPLICATION

WHEN DO YOU FILE A ARCHITECTURAL APPLICATION?

An application form must be submitted for any change or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Associa at 888-612-2299.

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring a Homeowner to file an improvement application with the Board is two fold:

1. To ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners.
 2. To enable the Association to determine what information and assistance it can give in order to expedite completion of you planned improvement.
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Name: _____ Address: _____

Date: _____ Phone Number: _____ Owner: _____ Renter: _____

Type & Nature of Requested Improvement (diagram or picture of improvement required): _____

Color: _____ Dimensions: _____ Estimated Cost: \$ _____

Location: _____

Supplies: _____

A **SCALE** drawing of all improvements must be submitted and attached to the application to show the exact location and dimensions in relation to your lot lines and home location.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the addition of this improvement.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

Date: _____ Signature: _____

FOR ASSOCIATION USE ONLY

Date Received: _____ Received By: _____

Date Approved: _____ Date Disapproved: _____ Letter Sent: _____

Special details or provisions for approval: _____

Signature: _____

Submit your completed application in TownSq (<https://app.townsq.io/login>)
For step-by-step instructions, go to <https://providencemanor.org/applications/>