



THE CHARTER COLONY FOUNDATION, INC.

Application for Approval of Plans for Property Improvement

Property Owner Name \_\_\_\_\_ Do you currently own the lot? Yes ( ) No ( )

Village: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Section: \_\_\_\_\_ Lot Address: \_\_\_\_\_

Mailing Address, if different from Lot Address: \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Description of request: (Please be as specific as possible; attach a separate sheet if necessary.)

Attach the following as applicable: (NOTE: original set to be kept in owner file.)

- One (1) Plat Plan with proposed modification(s) marked on plat to approximate scale (1"=30') with dimensions.
Complete description (color photos / drawings) as to design materials (types and sizes), and color / finishes.
One (1) set of Floor plans, Elevations, Section Drawings (i.e. footings) and / or landscape plans.

I do, by my signature, understand and agree to the following:

- 1) That The Charter Colony Foundation, Inc. has encouraged me to review these plans with the owners adjacent to our home as a courtesy.
2) That applicable County permits will be obtained and are the sole responsibility of the homeowner to obtain.
3) That all County codes supersede any approvals given and are the sole responsibility of the homeowner to research.
4) That I assume total responsibility for the upkeep and maintenance of any and/or all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
5) That the modification(s) will in no way hinder yard care.
6) That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
7) That The Charter Colony Foundation, Inc. reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or 2) the modification is not maintained in a safe condition; or 3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Design Review Team ("DRT"/Modifications Committee (MC)).
8) I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review.
9) Once project has started, the project must be completed within three (3) months.
10) Extension requests (in writing) will be granted on a case by case basis.
11) Per Section 1.2, Sub-Section 1.2.3, the property owner is responsible for notifying the Foundation and/or DRT once modification(s) is (are) complete.
12) All responses will be in writing. No verbal responses will be given whether application is approved or denied. The Letter can be E-mailed if requested.

Date \_\_\_\_\_ Homeowner Signature \_\_\_\_\_ Homeowner Signature \_\_\_\_\_
- Office Use Only. Do Not Write Below This Line -

Date Received by DRT/MC \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Reviewed By \_\_\_\_\_
Not Complete - Resubmit \_\_\_\_\_ Not-Approved - Resubmit \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Approval Expiration: Applicants must begin construction within six (6) months of approval by the committee. (See number 9 above.)

This document will become part of the homeowner's contract and must inure to any succeeding owners.