

ARCHITECTURAL CHANGE REQUEST

Bay Colony

Homeowner Request for Change

1. Name: _____ Phone: _____
Address: _____
Lot #: _____

2. Briefly describe the proposed change:

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate.

	Yes	No		Yes	No
Electric	___	___	Exterior Walls	___	___
Telephone	___	___	Fencing	___	___
Gas	___	___	Patio Slab	___	___
Water	___	___	Sidewalks	___	___
Sewage	___	___	Pavements	___	___
TV Cable	___	___	Other: _____		

4. 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.)

5. If the proposed project is an addition or alteration that would change the structural appearance of your residence and/or lot, please attach the following information.

- A. Plot plan indicating the location and dimensions of the project.
- B. Blueprints or working drawings indicating all necessary dimensions and elevations.
- C. If available, a photograph or drawing of a similar completed project.

6. Project schedule:

- A. The project will be done by: ___ Homeowner
___ Contractor(s) Name: _____
___ Both

- B. Approximate project start date after approval _____
Approximate project completion date _____

- C. Please indicate any building permits that will be required. _____

I understand that under the Declaration and the rules and regulations, the Board will act on this request and provide me with a written response 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.
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 myself and/or a licensed and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
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, the community governing documents, 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, it's Board of Directors, its Agent and/or the Committee have no responsibility with respect to such compliance and that the Board of Director's and/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, covenant, regulation and/or requirement.

NOTE: All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

I hereby acknowledge that I have read, understand and will comply with the **ARCHITECTURAL CHANGE STANDARDS** set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature: _____ Date: _____

RETURN COMPLETED FORM TO: Kirkpatrick Management Company - 5702 Kirkpatrick Way Indianapolis, IN, Indiana 46220

DO NOT WRITE BELOW



Board Action:

- Approved as submitted
- Deferred
- Additional information required: _____
- Other: _____
- Denied: _____

Comments: _____

Board Member Signature: _____ Date: _____