

This form must be submitted by home owners who wish to make additions or changes to structures or landscape, including, but not limited to any exterior walls, doors, windows, fences, decks, awnings, roofs, driveway extensions, staining, painting, patios, etc. No work can begin without written authorization from the Maple Hollow Homeowners Association. If a request is submitted without this form and the Home Owner has not answered the required information below as part of this request, it will delay the review process.

- ❖ **Requests must be submitted a minimum of 72 hours before a project is scheduled to begin.**
- ❖ **Once approved, all work must be completed within one (1) year from start date identified below.**
- ❖ **Failure to follow this review & application process may result in a Cease & Desist Order and possible removal of the unapproved project at the homeowner's expense.**

**PROPERTY ADDRESS:**  
**OWNER FIRST AND LAST NAME:**  
**START DATE:**  
**PROJECT DESCRIPTION (30 words or less):**

Where and how will materials be stored (i.e., covered by a tarp)?  
 How long will the materials be stored in the proposed location?  
 How will refuse be disposed of (i.e., a dumpster location and duration, hauled away in a trailer)?  
**\*\*Note:** Dumpster use must be approved by HOA prior to any dumpster delivery to the project site.

**INDICATE BELOW THE STATUS OF THESE STEPS AT THE TIME OF THIS APPLICATION**

Yes	No	N/A	Required Step
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DETAILED PLAN, LIST &amp; COLORS OF MATERIALS:</b> Submit a detailed plan of the layout, dimensions, style, and size of proposed project. The detailed plan must include the layout of the house and any existing outbuildings as they are currently located on the property. Include a list of proposed building materials and colors that are to be used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PROPERTY LINES:</b> Property lines are staked if the project is within four feet of any property line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADJACENT OWNERS:</b> Adjacent Owner: HOA Property Homeowners that are immediately adjacent to the project must be notified of the proposed work. Please mark YES to indicate proper notification of neighbors has taken place. <u>Local noise and activity ordinances must be followed.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PERMIT:</b> Contact the City Building / Planning department to determine if permitting is required. Apply and pay for all necessary permits with the City & County and display permits as required. Note: HOA written approval is required to complete permit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BLUE STAKE:</b> IF Owner is digging soil in any new locations on the property, then the property must be 'Blue Staked' (call 811) to indicate existing utilities / communications underground piping / wiring.

**NOTICE FROM HOME OWNER'S ASSOCIATION & MANAGEMENT:** Neither the board members, committee members nor management are trained or licensed to provide the home owner with professional advice regarding the physical condition of any property or regarding legal or tax matters. The association and management strongly recommend that in connection with any changes to the property, the home owner retain the professional service of legal and/ or tax advisors, property inspector, surveyors, and other professionals to satisfy the home owner as to any and all aspect of the physical and legal condition of the property. HOME OWNER IS ADVISED NOT TO RELY ON THE ASSOCIATION, OR ON ANY AGENTS OF THE COMPANY/HOA, FOR A DETERMINATION REGARDING THE PHYSICAL OR LEGAL CONDITION OF THE PROPERTY, including, but not limited to, the condition of plumbing systems, electrical systems, moisture or other problems with the roof or foundation, sewer problems, the availability and location of utilities, the exact square footage or acreage of the property, or the location of property lines. Copy of appropriate requests will be sent by the HOA's property management company to the HOA's contracted landscape contractor for review and verification should the HOA's sprinkler systems be involved.

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_