

BRADLEY SQUARE HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES _____ NO _____

RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Architectural Covenants Committee Procedures & Architectural Guidelines for specific requirements for each proposed change.
2. Submit application form, drawings, and other required documents in duplicate to:

BRADLEY SQUARE HOMEOWNERS ASSOCIATION
Email to ARCApplcations@sfmtcinc.com

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners with whom you share a boundary or are directly in front or behind your lot:

NAME	LOT NO.	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____
(Allow 45 Days for ARC approval prior to start date)

1. I agree that compliance with the BRADLEY SQUARE HOMEOWNERS ASSOCIATION Architectural Guidelines and approval by the ARC do not constitute compliance with country building and zoning codes, and ARC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the ARC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the ARC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspection the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within one (1) month of the approval date and completed within six (6) months thereafter.

HOMEOWNER'S SIGNATURE: _____ DATE: _____

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATION:

EVERY MODIFICATION REQUIRES A SEPARATE FORM (I.E. Deck, Fence, and Patio should be 3 separate forms)

1. **A House Location Survey (Certified Plat)**. A copy of your plat **MUST** be included for new construction and additions to be a permanent structure on the lot. Please submit a plat for decks, fences, patios, playsets, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn/outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions**. Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings**. A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted **MUST** be included.
4. **Description of Materials**. Provide a list of **ALL** materials to be used in the proposed construction.
5. **Description of Colors**. Applications for colors which are not the original color of the house and/or trim **MUST** be accompanied by actual color samples/photos.
6. **Photographs**. Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture in color for new window modifications, etc.
7. **Samples**. Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **Drainage**. Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. **Signatures of Property Owners**. Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application. **Neighbors' signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.** **(If your form does not have a signature area then this is not required for your Association)**
10. **Railing Detail**. Please be sure to reference the style of railings you propose to install on your deck.

- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
- b. For **landscaping** include numbers 1 – 3, 6 and 8 & 9.
- c. For **sheds and doghouses** include numbers 1 – 4, 6 and 8 & 9.
- d. For **storm, screen, and front doors** include numbers 2, 5 – 6 and 9.
- e. For **lattices** include numbers 2 – 4, 6 and 9.
- f. For **recreation and play equipment** include numbers 1 – 6 and 9.
- g. For **patios** include numbers 1 – 4, 6 and 9.
- h. For **siding** include numbers 5, 7 and 9.
- i. For **shingles (on roof)** include numbers 5, 7 and 9.
- j. For **windows** include numbers 5, 6 and 9.
- k. For **satellite dishes** include numbers 1, 5, 6 and 9.
- l. For **pools** include numbers 1 – 4, 6 and 8 & 9.
- m. For **driveways** include numbers 1 – 4, 6 and 8 & 9.
- n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 and 9.
- o. For **home additions and/or detached garages** include numbers 1 – 6, 8 and 9.
- p. For **color changes** include numbers 5, 6 and 9.

****PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED AS NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE!****

ADDITIONAL PROCESS INFORMATION

- The Architectural Covenants Committee is required to approve or disapprove proposed changes within forty-five (45) days after the receipt of a completed application, including any required or requested exhibits.
 - In response to requests for expedited reviews, Covenants Committee members have agreed to perform an expedited review of applications outside of their regularly scheduled monthly meetings if the following conditions are met:
 - A majority of members must be available to review the application. A meeting is not required.
 - A majority of the members must agree to approve the application.
 - Committee members will make every effort to provide an expedited response; however, as committee members are volunteers and not employees of the Association, their availability outside of a meeting is not guaranteed.
 - Applications which cannot be reviewed in an expedited manner will automatically be referred to the next regularly scheduled Covenants Committee meeting.
- During the Committee's consideration of an application, Committee members may wish to view the site and talk to the applicant or neighbors regarding the proposed change.
- The Committee may inspect work in progress and request that the applicant(s) correct any noncompliance.
- The Committee will vote on applications, rendering one of three possible decisions: Approved, Approved with Conditions, or Declined.
 - If the application is "Approved with conditions" or "Declined", the Committee will provide, in writing, the reason(s) why the project was not approved as submitted.
 - Applications that are "Approved with Conditions" may proceed only if the noted conditions are completed and addressed.
- All submitted applications and decisions are to be retained and archived by the HOA Board.
- Neighbors with concerns about proposed architectural changes may provide them in writing to the HOA Board or Architectural Covenants Committee for consideration.