

TRAILSIDE WOODS HOMEOWNERS ASSOCIATION

HOMEOWNER REQUEST FOR CHANGE FORM

- ❖ Please allow (30) days for approval process
- ❖ All submittals of site improvements (e.g. fence, deck, driveway, modifications in drainage & utility easement, etc) **MUST** include a Surveyor's Report or Plot Plan with area of proposed change clearly marked
- ❖ Homeowner is responsible for obtaining any necessary building permits
- ❖ You must submit one form per item (i.e. a fence and a deck require different forms)

1. Name _____ Phone _____

Address _____

Lot # _____ Email _____

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	_____	_____	Patio 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. Will the proposed project extend beyond your property line Yes _____ No _____. If yes, please provide the name and address of the affected homeowner below.

Name _____ Address _____

6. Would any part of the proposed improvement extend into any Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement shown on the plot plan of your lot? Yes _____ No _____
~ If yes, please fill out the Easement & Utility Access Waiver form provided in this packet.

7. If the proposed project is an addition or alteration that would change the structural appearance of your residence, please attach the following information:

- A.) Plot plan indicating the location and dimension of the project.
- B.) Blueprints or working drawings indicating all necessary dimensions and elevations.
- C.) Color swatches/chips of the paint(s) and/or stain(s) to be used.
- D.) If available, a photograph or drawing of a similar completed project.

8. Project Schedule:

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

B.) What is your proposed start date: _____

C.) Please indicate the approximate time needed to complete this project, subsequent to the committee approval _____.

D.) Please indicate any building permits that will be required _____

NOTE: CONSTRUCTION PLANS, DRAWINGS, OR A PHOTOGRAPH OF A SIMILAR PROJECT/IMPROVEMENT ALONG WITH A PLOT PLAN INDICATING THE LOCATION AND DIMENSIONS OF THE PROPOSED IMPROVEMENT MUST BE INCLUDED WITH ANY ARCHITECTURAL CHANGE REQUEST. THIS REQUEST FORM WILL BE RETURNED TO YOU WITHOUT APPROVAL IF A PLOT PLAN IS NOT INCLUDED.

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 and understand the DECLARATIONS OF COVENANTS AND RESTRICTIONS.

Homeowner's Signature _____

EASEMENT AND UTILITY ACCESS WAIVER

This document is an acknowledgement that I, _____, the owner of the property located at _____ of the Trailside Woods subdivision will be installing an improvement that could possibly extend into a Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement or possibly could block access to utility meters or equipment. I will accept full responsibility of any cost to remove and/or replace this improvement if the utility company, association or the developer requires access to any such area.

Homeowners Signature _____ Date _____

**Return to:
Trailside Woods HOA
trailsidewoodshoa@gmail.com**

PLEASE DO NOT WRITE ON THIS PAGE

Approved by the Trailside Woods
Architectural Review Board

Chairman

Date

Approved by the Trailside Woods
Board of Directors

Date

Reference Address _____ Lot # _____