

PHEASANT RUN

Homeowners Association Inc. | www.pheasantrunhoa.org

REQUEST FOR ARCHITECTURAL APPROVAL

Owner Name: _____ Date Submitted: _____

Property Address: _____

Phone: () _____

Email: _____

While each Lot owned privately owned, there are certain restrictions and guidelines for the use, improvement, and alteration of the properties within the Pheasant Run community. These restrictions, guidelines, and policies are listed in the Declaration of Covenants and the Architectural Use & Use Guidelines.

Pheasant Run Homeowners Association's Articles of Incorporation states that the specific purpose for which it was formed includes "providing for the management, regulation, and maintenance of certain improvements, and the common areas constructed within the [community]." Article III of the Declaration of Covenants contains certain architectural and use restrictions to be enforced by the Association. Furthermore the Board of Directors has inherent authority to make declarations and policies to carry out the purpose of the Association.

In addition to compliance with the rules and regulations of the Association, homeowners and residents are required to comply with all Marion County, state and federal laws, statues, rules, regulations, and ordinances. Any acknowledgment or approval by the Association of a homeowner's request is not intended to indicate that homeowners or residents have complied with local, state and federal law.

1. REQUEST TYPE

New or Replacement Fence
 Landscaping
 Mini barn or Outbuilding
 In ground Swimming Pools
 Flag Pole
 Other:

Structural Addition or Alteration
 Patio or Deck
 House Siding or Trim
 Retaining or Landscaping Walls
 Roof Replacement or Repair

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2. DESCRIBE PROPOSED CHANGE

3. INDICATE ANY CHANGES TO UTILITIES OR PROPERTY LINES AFFECTED

4. PROJECT SCHEDULE

Project will be completed by Homeowner Contractor Both

Contractor Name: _____ Phone: () _____

Project will begin _____ and be completed by _____

5. PERMITS, LAWS, AND ORDINANCES

Building or other permit(s) ___are ___are not required for this project.

Please indicate all building or other permits required for this project.

I ___do ___do not have required permits.

If I do not have required permits, I will have them on _____

Initial to affirm that you have done proper due diligence and research concerning building or other permits, Indiana Law, and Marion County/Indianapolis Ordinance and are in full compliance. _____

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6. REQUIRED SUPPORTING DOCUMENTATION

This is not a comprehensive list and is merely a guide to required document. A complete list of required information and supporting documentation is included in the Architectural & Use Guidelines Document available online or from our property manager.

New or Replacement Fencing

- Property map showing property lines and proposed placement of fencing.
- Photograph or description of fence type, quality, material, color, and style.

Structural Addition, Alteration, Modification

- Blueprints and/or working drawings indicating all dimensions and elevations.
- Photograph and/or description of material type, quality, color, and style.
- Property map showing property lines and proposed final lot dimensions.

Landscaping

- Property map showing property lines and proposed landscaping placement.
- Photograph or description of landscaping plants and materials.

Patio/Deck

- Property map showing property lines and proposed placement.
- Photograph or description of deck/patio materials, quality, color, and style.

Mini Barn and Outbuildings

- Property map showing property lines and proposed placement.
- Photograph or description of building type, quality, material, color, style, and dimensions.
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Siding and Trim

- Photograph and/or description of material type, quality, color, and style.

Swimming Pools

- Property map showing property lines and proposed placement of pool.
- Photograph and/or description of type, quality, material, color, and style.

Swimming Pools

- Property map showing property lines and proposed placement of pool.
- Photograph and/or description of type, quality, material, color, and style.

7. Certification

I affirm that my request is in compliance with the Pheasant Run Covenants; ARC guidelines; and acknowledge that I am legally bound to comply with Pheasant Run Declaration of Covenants.

Signed: _____

8. Mail To

**Pheasant Run HOA
c/o Omni Mgmt Svc
PO Box 441570
Indianapolis, Indiana 46244**

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9. ARC USE ONLY

Date Received: _____

Action:

- Approved as Submitted
- Conditional Approval; Conditions:

- Denied for insufficient information and/or documents; Need:

- Denied on Merits; Reasons:

- Other:

Authorizing Signature(s):

Date: _____