

# Briarbrook Village HOA

## Architectural Change Request Form

1.) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Lot# \_\_\_\_\_

2.) Briefly describe the proposed change

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

Please indicate with a Yes or No beside any of the changes that would be made.

	Yes	No		Yes	No
Electric	_____	_____	Exterior Wall	_____	_____
Telephone	_____	_____	Fencing	_____	_____
Gas	_____	_____	Patio Slab	_____	_____
Water	_____	_____	Sidewalk	_____	_____
Sewage	_____	_____	Pavement	_____	_____
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 additional or alteration that would change the structural appearance 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 start date after approval: \_\_\_\_\_  
Approximate completion date: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

I understand that under the Declaration and the rules and regulations, the Committee/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 and future upkeep will remain the responsibility of the homeowner.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself and/or licensed and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. Homeowner assumes all liability and will be responsible for all damages and / or injury which may result during construction of this work.
6. Homeowner will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. Homeowner will be responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the project. Homeowner understands and agrees that the Association, it's Board of Director's, it's 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, regulation or governmental 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 and understand 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 and copy of property drawing or blueprints of project to:

Email: [BBVHOA@yahoo.com](mailto:BBVHOA@yahoo.com) subject line ARC

Or mail to:

Briarbrook Village  
c/o Omni Management  
PO Box 441570  
Indianapolis, IN 46244

Do not write below this line

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Board / Committee Action

( ) Approved  
( ) Disapproved  
Cause: \_\_\_\_\_  
\_\_\_\_\_

( ) Additional information required: \_\_\_\_\_  
\_\_\_\_\_

( ) Other \_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date \_\_\_\_\_