

GOVERNOR'S GROVE HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR EXTERIOR MODIFICATION

TO: Landscape & Architectural Committee (LARC) Email: LARC@governorsgrovehoa.com
Attn LARC Chairman

FROM: Name _____
Address _____
Phone (W) _____ (H) _____ Email: _____

Approval is requested to make the modification, alteration or addition described and depicted below (or on additional pages, as necessary). (Please include such information as drawings, dimensions, materials, color, design, location, etc., in sufficient detail as required by the instruction page.) **ALL INFORMATION MUST BE INCLUDED FOR THE COMMITTEE TO ACCURATELY REVIEW THE APPLICATION.**

Describe proposed change: _____

Obtain signatures of the property owners/neighbors who will be most affected by the change: (Minimum of two)

Name	Address & Lot #	I acknowledge that I have reviewed this application.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated start date: _____ Estimated completion date: _____
(LARC & the Board have 45 days to approve the application.)

1. I agree that compliance with Governor's Grove Landscape & Architectural Committee Design Guidelines and approval by the LARC does not constitute compliance with the county building and zoning codes, and LARC approval shall not be constituted as a waiver or modification of any code restriction.
2. I agree that no changes will be started until I have received written approval of the LARC. 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 LARC shall be permitted to enter upon my property after prior notification by me, and at a reasonable time, for the purpose of inspecting the proposed change, the 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 120 days of the approval date and completed by 120 days thereafter unless an extension request is approved in writing by the board.
5. I understand that should there be any damage to the common area or other neighbor's property, including lawn, sidewalk, and curb damage, I will be held responsible for all repairs and costs to restore the area to its original condition.

Homeowner's Signature: _____ Date: _____

Please scan and email your request to LARC@governorsgrovehoa.com. If you don't have access to a scanner please email LARC@governorsgrovehoa.com and ask to make other arrangements to turn in the completed form and applicable documents.

First Submittal Date: _____ Re-submittal Date: _____

LARC BOARD or COMMITTEE: APPROVED _____ DISAPPROVED _____ NEED INFO _____

SIGNATURE _____ COMMENT: _____

BOARD OF DIRECTORS: APPROVED _____ DISAPPROVED _____ NEED MORE INFO _____

SIGNATURE _____ TITLE _____

Governor's Grove Homeowners Association, Inc.

**Landscape & Architectural Review Committee (LARC)
Application Instructions**

1. Completed application form, construction drawings, plats, photographs, etc. must be submitted in writing or scanned and emailed as an attachment. Upon LARC action, your package will be signed (approved or not approved) and given to the Board of Directors. The Board will approve or disapprove and give the application to the Property Management Company to notify the homeowner.
2. Drawings should be to scale, whenever possible.
3. Provide all dimensions and specifications, including height, building materials, roof slope, color samples, etc. on new construction, repairs, and replacements.
4. **Certified plats will be required for new construction, including additions to a present structure, new structure on the lot, fences, etc..** Areas of proposed construction must be indicated on the plat. Plats are NOT required for paint maintenance, or other such modifications, however, check with the LARC to make sure a copy of your plat is on file.
5. Provide a list of all materials to be used in the proposed construction.
6. Present colors and any proposed colors MUST be clearly indicated. Application for colors which are not the original color must be accompanied by actual color samples, not photos of colors.
7. Photographs of existing conditions are helpful to the Landscape & Architectural Committee and Board for determining approval of exterior modifications.
8. 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. Concurrence of adjoining lot owners may be sought by the Landscape & Architectural Committee under certain circumstances to include modifications of the original request.