

# Homeowner Request for Change

## South Harbour Property Owners Association

### Development Control Committee

The request is for homeowners of South Harbour to request changes to their property in accordance with the Declaration of Covenants and Restrictions of South Harbour Property Owners Association (SHPOA). There are many changes to your property that require SHPOA approval. It is in the homeowner's best interest to submit a request for a property change of any kind to avoid circumstances in the future.

Please complete the request and mail or drop off at SHPOA located at 1156 South Harbour Drive. Allow 30 days for the Development Control Committee to review your request and provide a determination if the request is in accordance with the by-laws. No work on your property can commence until the request is approved. Please call the SHPOA clubhouse with any questions.

Please note that many changes to property require City of Noblesville building permits in addition to approval from the South Harbour Property Owners Association.

1. Name \_\_\_\_\_ email address \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

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

2. The project will be completed by A) the homeowner or B) contractor or C) both. (Circle answer and please provide name of contractor when appropriate. \_\_\_\_\_)

3. Briefly describe the proposed change with details of the requested change:

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Please include design drawings as necessary to assist the approval process

4. Please check where appropriate as to changes or modifications in basic utility services or existing structures to accommodate the proposed change?

	YES	NO			YES	NO
Electric				Exterior walls		
Telephone				Fencing		
Gas				Patio		
Water				Sidewalks		
Sewage				Pavements		
TV				Windows		

Other: \_\_\_\_\_

5. Please list below the major construction materials which will be used for the project. Be specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

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6. If the proposed project is an addition or alteration that would change the structural appearance of your residence and/or lot, please attach the following information.

- Plot plan indicating the location and dimensions of the project
- Blueprints or working drawings indicating all necessary dimensions and elevations
- If available, a photograph or drawing of a similar completed project

1. Please indicate the approximate time needed to complete the project, subsequent to SHPOA approval:

\_\_\_\_\_

2. Please indicate any building permits required. \_\_\_\_\_

**All submitted materials shall remain the property of SHPOA. You may wish to make a copy for your personal records.**

**I hereby acknowledge that I have read and understand the Development Control standards and guidelines set forth by the SHPOA Board of Directors, as well as the Declaration of Covenants and Restrictions of SHPOA.**

**Homeowners' Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Below is use for the Development Control Committee**

Committee action: ( ) Approved ( ) Deferred ( ) Not approved (see comments below)

( ) additional information required: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

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

Development Control Committee signatures:

\_\_\_\_\_

Date: \_\_\_\_\_