

COUNTRY HILLS NEIGHBORHOOD ASSOCIATION

Email: board@countryhillshoa.com

Office: 901-310-4901

**ARCHITECTURAL CHANGE REQUEST**

Homeowner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Brief Description of the Request (fence, deck, patio, major landscaping, exterior painting, etc). Please include the reason or purpose for the change.

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

Note: Along with the above description, your form must be submitted with the following if applicable:

- Drawings/sketches of the change proposed (from the contractor being hired to do the work, if possible)
- The location of the structure to be added or change being made
- Color of exterior paint if it is being changed from the original color
- Any other pertinent information required to evaluate the proposed change

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

**HOMEOWNER'S AFFIDAVIT**

Acknowledgments

I understand:

1. ....that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions;

2. ...that no work on this request shall commence until I have received written approval from the Board of Directors of the Country Hills Neighborhood Association;
3. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that; if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses incurred;
4. ...that any approval is contingent upon construction or alterations being completed in a workmanlike manner;
5. ...that member(s) of the Board of Directors for the Country Hills Neighborhood Association are permitted to make a routine inspection;
6. ...that a copy of this application will be returned to me after review by the Board of Directors for the Country Hills Neighborhood Association;
7. ...that there are architectural requirements covered by the Covenants and a review process as established by the Board of Directors for the Country Hills Neighborhood Association;
8. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within thirty (30) days of the approved date of this application and/or completed by any date specified by the Committee;
9. ...that all proposed improvements must meet city, state and local codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permits(s) are my responsibility;
10. ... that any variation from the original application must be resubmitted for approval;
11. ... if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions.

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

PLEASE EMAIL YOUR REQUEST TO:

Board@CountryHillsHOA.com