

ARCHITECTURAL CHANGE REQUEST FORM

This form shall be used pursuant to Article 10.1 as defined in the OBHA Bylaws - Architectural Controls on Buildings and Other Structures: The purpose of the architectural controls set forth herein is to preserve the Subdivision as an attractive and aesthetically harmonious single-family residential community; therefore, no Structure shall be constructed or remodeled on any Lot nor shall any addition to, change or alteration of the exterior of any Structure or landscaping on any Lot be permitted except when approved by the Architectural Control Committee.

Date of Request: _____

Date Received: _____
Completed by Committee Only

Homeowner Name(s): _____

Property Address: _____

Telephone Number: _____ Email Address: _____

Description of Project:

Approval Period:

The Board shall consider any such request on the basis of its harmony of external design and location in relation to surrounding Structures, topography, and the impact on the immediate neighbors' views or use of their property.

Within forty-five (45) days after the submission of the required form and plans and specifications, the Board shall approve or disapprove any such request in writing. In the event the proposed improvement is disapproved, the Board of Directors shall specify the reasons therefore in writing to the Owner of the Lot. In the event the Board fails to so approve or disapprove such a request within forty-five (45) days after such plans and specifications are submitted, such request will be deemed approved.

Submittal Instructions:

The Owner shall submit to the Board **(a)** the plans and specifications for the proposed improvement, showing the nature, kind, height, shape, material, color scheme and proposed location or landscape plan of the proposed alteration, addition or change, and **(b)** a completed copy of this Architectural Change Request Form.

Pre-approved Change Requests:

The following alterations to existing exterior structures or landscaping do not require Committee approval as long as the proposed change meets one of the following conditions:

1. Removal of previously approved landscaping
2. Replacement or repair of driveways, sidewalks, and patios that are not changing in color or type.
3. Replacement or repair of doors, shutters, and other architectural accents that are not changing in color.
4. Window replacements that include frame and sash colors such as white, beige, tan, grey, and black. Any other colors require the submittal of this Form.

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Architectural Control Committee:

The following OBHA Member has been designated by the Board of Directors to review (with other committee members) and consider all Form submissions and advise the Board to proceed with one of three options; (1) approved, (2) approved with conditions, or (3) denial of request. All requests will be considered void if lacking any of the required information and documentation listed herein on page one of this Form.

Sam Reiff

Architectural Committee Chair

reiff.sam@gmail.com

Please drop off this completed form at: 1133 35th St.(Chairman address) OR email to chairperson listed above

The Architectural Control Committee strongly recommends that the nature of the proposed work is shared with each adjacent neighbor prior to the submittal, of this form.

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I HAVE SHARED THE NATURE OF THIS
PROJECT WITH MY ADJACENT NEIGHBORS

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I HAVE NOT SHARED THE NATURE OF THIS
PROJECT WITH MY ADJACENT NEIGHBORS

Please describe any concerning comments that have been shared by your neighbors, INCLUDING the names and address of each. Use the backside of this form if additional space is needed. The Committee reserves the right to share the contents of this Form with all adjacent property owners without notice or permission of the applicant.

Committee Recommendation:

☐

Approve

☐

Conditional Approval

☐

Do Not Approve

Comments Supporting Recommendation:

Date of Committee Decision: _____

Date of Board Decision: _____