

## IMPROVEMENT APPLICATION FORM

FOR ADMINISTRATIVE PURPOSES ONLY *completed by the Managing Agent*

Approved     Denied     Approved with Conditions: \_\_\_\_\_



### SECTION 1: HOMEOWNER INFORMATION *completed by the homeowner*

Property Address: (*number & street name*) \_\_\_\_\_ Lot: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

### SECTION 2: IMPROVEMENT INFORMATION *completed by the homeowner*

**Type of Improvement** *Some Improvements do not require an Application; see Architectural Guidelines*

Deck     Fence     Pool     Storage Structure     Other: \_\_\_\_\_

**Material(s):** *Select all that apply*

Brick     Stone     Metal     Wood     Other: \_\_\_\_\_

**Color(s):** *Select all that apply*

Black     White     Stain: \_\_\_\_\_     Other: \_\_\_\_\_

**Dimensions:** *Include unit, e.g., inch (")*

L: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_

**Description of Improvement:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SECTION 3: PACKET ITEMS

**Required Items:** *For an Improvement Packet to be eligible for review it must be complete, which requires the following items*

Description & Instructions	
Improvement Form	All applicable sections must be complete at time of submission.
Improvement Illustration	Illustration detailing the Improvement's dimensions, location on the Lot, and relative position to the home.
Site Plan <i>or</i>	This is the preferred document; depicts an individual Lot and the location and dimensions of Existing Structures, e.g., a home
Record Plat <i>or</i>	This Item is a depiction of multiple Lots without Existing Structures (homes)
GIS Map	This Item may commonly be found on the tax assessor website. For some Improvement types, this Item may not be an adequate choice
Scaling	Entire Illustration must be to scale
Property Lines	Include dimensions
Existing Easements	e.g., drainage easement
Existing Structures	e.g., your home; include dimensions
Review Fee	Fee corresponding with review type has been received (see Section 5)

Bethel Springs

**IMPROVEMENT APPLICATION FORM**

(SECTION 3 continued)

**Supplementary Items**

In addition to the Required Items, to be complete and eligible for review, an Improvement Packet may require more items or information about the proposed improvement, including:

Description & Instructions	
Photo/Image	close-up photo of material
Color	paint sample & paint key
Sketch/Graphic	design plans from the contractor

**SECTION 4: REQUEST FOR VARIANCE** *completed by the homeowner*

All Improvement Application Packets that do not comply with the Architectural Guidelines and/or Governing Documents, are subject to automatic denial, unless the box below is checked, and reasoning is provided in this section. Requesting a variance and providing reasoning for said variance permits a Packet to be considered for approval but does not guarantee approval.

I acknowledge the Improvement, as proposed in this Application Packet, does not comply with Architectural Guidelines and/or Covenants, Conditions, and Restrictions, and I am requesting a variance for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 5: REVIEW TYPES & FEES** *completed by the Homeowner*

**(Select One)**

<input type="checkbox"/> Standard	\$ (0.00)	response within <b>20 Business Days</b>
Improvements that are not yet installed and require approval via the review process		
<input type="checkbox"/> Retroactive	\$ (0.00)	response within <b>20 Business Days</b>
The Retroactive Fee is for processing a Packet of an Improvement installed without receiving required approval. Failing to comply with the issued response and/or requirements may result in additional fines/fees per the violation process & procedure		

**Anticipated Start Date for Improvement:** \_\_\_\_\_

(The allotted review time does not begin until a completed Packet, which includes the Review Fee, is received. To ensure the Packet is complete and therefore, eligible for review, please refer to Section 3)

**SECTION 6: ACKNOWLEDGEMENTS & SIGNATURE** *completed by the homeowner*

I certify that the information provided in the Packet is an accurate representation of the proposed Improvement(s) and, the Improvement(s) will be completed per the submitted Packet and in accordance with the "Homeowner Obligations" as stated in the Architectural Guidelines for my Association.

Homeowner Signature: \_\_\_\_\_  
 For electronic submission, type name into space provided

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

Electronic Packet Submission: _____
Fee Payable To: _____
_____