

Promenade Court Townhomes Application for Exterior Modification and/or Landscaping

Promenade Court Townhomes c/o Cornerstone Property Management
8003 Lyndon Centre Way, Suite 101, Louisville KY. 40222

Name: _____ Lot #: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

I. Description of your proposed project, include dimensions, materials, location, etc.

II. Attach elevations and footprint drawings or photographs of the proposed project. Drawings should indicate height off the ground, dimensions, relationship to existing structures. All work completed by (check one)
Self ____ or a licensed & insured contractor ____

III. Attach a copy of the property plat with the proposed project drawn on the plat to scale.

IV. Obtain signatures of all adjacent or affected neighbors. Their signatures indicate their awareness of your proposed plans, not their approval. Their approval is not required.

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

Signature: _____ Lot#: _____

Address: _____

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V. I understand and agree to the following:

- That there are architectural and landscaping requirements addressed in the Promenade Court Townhomes Owners' Association Master Deed and a review process established by the Promenade Court Board of Directors.
- That no work on the modifications within this application will commence until I receive written approval from the Promenade Court Townhomes Board of Directors. To do so is a violation of the Master Deed and By Laws and may result in my being required to remove any or all of the modifications, should they not be approved, and restore my property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by the Association in enforcing the provisions of the Master Deed.
- The approval of this application is not based on any structural integrity. I agree to comply with any and all applicable Jefferson County zoning and building codes as required. *I will contact Jefferson County Code Enforcement @ 502-574-3321 for information on any necessary permits and inspections. As the homeowner/resident, it is my accountability to comply with all Jefferson County codes and regulations.* The approval of this Architectural Review process only satisfies the requirements of the Promenade Court Townhomes Owners' Association.
- **Kentucky law requires that two days before you start to dig you must call Buried Utilities Information - BUD @ 502-266-5123 (or 811), to have the location of all utilities marked.**
- **This approval is contingent upon the modifications being completed as depicted in the original and modified application packages and no deviations may be undertaken without approval of the Promenade Court Board/Owners' Association.**
- Modifications are not allowed to conflict with any recorded easements, including sight distance easements, and I am solely responsible for ascertaining the location of such easements. The Promenade Court Townhomes Owners' Association, its Board of Directors and Cornerstone Property Management, employees or agents accepts no responsibility for violations of recorded easements and clearance requirements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring lots.
- No construction vehicles may enter upon Promenade Court Townhomes common areas to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the Promenade Court Townhomes Owners' Association within ten (10) days of written notice to me. If not restored, the Association will restore all disturbed areas and assess the cost plus administrative charges to me.
- That approval is contingent upon construction being completed in a timely and professional workmanship manner.

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V. Continued:

- That the approval authority granted by the Board/Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- Those members of the Promenade Court Board of Directors and their agents and the staff of the Promenade Court Townhomes Owners' Association may enter onto my property to make routine inspections. Such inspections will be conducted at reasonable times so as not to disturb my use of the property.

VI. **Applications will not be processed for any resident who is in arrears for any dues or fees owed to Promenade Court Townhomes Owners' Association.**

VII. Signature of Owner: _____ Date: _____

**Return this original form to the Promenade Court Townhomes,
c/o Cornerstone Property Management
8003 Lyndon Centre Way, Suite 101, Louisville KY. 40222
Office (502) 384-9012, Fax: (502) 384-9170
customerservice@contactcornerstone.com**

(Manager & Board Use Only)

Received: _____

Approved: _____ *By:* _____ *By:* _____

Denied: _____ *By:* _____ *By:* _____

Date: _____

Comments: _____
