

homeowner may be required to obtain a building permit. Homeowner further understands that work that begins prior to written approval may result in a fine charged to the homeowner.

_____ Homeowners Initials

Homeowner agrees to replace and/or repair at their sole expense any damages to any common areas and personal residence areas such as walking areas, trees, buildings, roads etc. as a result of making the approved modifications. _____ (Homeowner Initials)

It is strongly suggested that you have all adjacent lot owners' sign that they have seen the plans and are aware of the proposed project:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submittal Requirements

In order to enhance the approval process the following guidelines must be followed:

- Each project requires a separate submittal
- The approved septic plan for your lot must be submitted. (available from Johnston County Health Department.
- Drawing of the lot showing placement of improvement requested. Must also show house and location of the improvement in relation to the home and property lines. (you can use your septic plan for this.)
- A picture of the improvement or a detailed description of the materials, colors and in the case of sheds the design.
- For driveways or patio extensions existing and proposed structure must be shown on the drawing submitted along with dimensions of the proposed additions

As a rule of thumb, the more pertinent information and detail you provide the easier and more quickly an approval can be made.

Describe proposed changes or additions:

To speed up the process the proposed plan should include sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan (if possible) or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application.

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

ESTIMATED CONSTRUCTION DATES: *Start _____ Finish _____

Please make sure your contractor adheres to your schedule, since the Hawthorne West Homeowners Association, Inc. can force its completion.

**Be advised that the review process does not begin until the review committee receives a complete and acceptable submission of all documents.*

**Please scan all documents into one PDF file and submit to acr@signaturemgt.com*

Other Information Regarding Project Request:

Architectural Committee Use only

Special Conditions for Approval:

Approved _____

Disapproved _____
(include reason)

Conditional Approval _____
(see above)

Signature: _____
Hawthorne West Homeowners Association, Inc. Officer
and/or Architectural Committee Member

Date: _____