

VIII. APPLICATION FOR APPROVAL OF CONSTRUCTION/IMPROVEMENTS

Submittal Date: _____

All owners and renters of Wood Acres homes must comply with the Wood Acres Covenants that run with the land and legally bind all property owners in the neighborhood. Renters are required to obtain the owner's approval and signature on the Application.

This form shall be used when any alterations of the property or the exterior of the house as described in Section II.(C) of the Guidelines are planned.

Prior to completing the following form, please review the additional instructions and suggestions included as part of this Application.

TO: The Covenants Committee of the Wood Acres Citizens Association

FROM: _____

(Name)

(Address)

(Home phone)

(Work phone)

(email)

1. Improvement(s) (Please Check):

_____ Fence _____ New _____ Replace Existing

_____ Garage Conversion to: _____

_____ Enclosure of Screened Porch

_____ Excavation/Landscaping/Retaining Wall

_____ Shed/Garage

_____ Deck

_____ Play House/Tree House

_____ Exterior Expansion: _____

_____ Second Story Addition

_____ Other: _____

2. Anticipated Starting Date: _____, 20__.

(Please allow forty days for approval.)

Anticipated Completion Date: _____, 20__.

3. **Description of Materials to be used and Appearance** (e.g. brick, wood, natural stone, landscaping or reference enclosed architectural drawings):

4. **Required Documents** (please attach and check boxes):

☐ Detailed Drawings: For fences, sheds, decks, retaining walls and other site improvements, showing all dimensions and materials for proposed improvement.

☐ Architectural Drawings: For exterior changes to residences, showing elevations of each side of the residence that is being altered. Must show dimensions to scale and indicate, with specificity, exterior materials.

☒ Site Plan. For all improvements, showing exact location of the proposed improvement in relation to the existing house and property lines. Must indicate the dimensions of the footprint of the improvement and the names or addresses of all contiguous property owners.

☒ Color Photographs: For all improvements, showing proposed residence or site prior to commencement of project. Photographs should be taken at a distance to show each side of the residence that is being altered or impacted by the improvement in relation to the adjacent properties.

5. **Dumpster will be used:** ☐ Yes, Location _____
☐ No

Note: The undersigned Applicant(s) acknowledges and agrees that, if a Dumpster will be used, the Applicant(s) shall ensure that the Dumpster is emptied on a regular basis. The Dumpster shall be clearly marked with reflectors and other marking devices on all sides facing the street for nighttime visibility. The Dumpster shall also be located in such a manner as to reduce encroachment into the street.

6. **Portable Bathroom Facility will be used:** ☐ Yes, Location _____
☐ No

Note: The undersigned Applicant(s) acknowledges and agrees that they will endeavor not to use a portable bathroom facility and, if such a facility must be used, that it will be located in the back of the property to reduce visibility from the street.

7. **Neighbors/Contiguous Property Owners**

The Association makes its own independent appraisal of the intended improvements, but also takes into account the concerns of adjacent neighbors. The homeowner shall provide their neighbors with advance copies of the items listed in Section 4 above and obtain their explicit comment below, as a prerequisite for Covenants Committee review and approval.

Where concerns are expressed, the Covenants Committee will attempt to contact the neighbor to discuss their concerns. Neighbors may also express their concerns to the Covenants Committee by letter which shall be held in confidence by the Committee if so requested.

I have reviewed the plans.
I have indicated my concerns,
if any, below, or stated "None":

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Additional Space for noting specific concerns for the Covenants Committees Review:

8. **Attachments:** Please attach any other items that may assist the Committee.

The undersigned Applicant(s) and architect/design professional/builder have read and understand the Wood Acres Citizens Association ("WACA") Covenants and Guidelines and agree to abide by them and this Application as approved by the WACA Covenants Committee. We further certify that the information contained herein is true and correct to the best of the Applicant's and architect/design professional/builder's knowledge and covenant to cause the improvement to be built in accordance with the description provided herein and in compliance with the Wood Acres Covenants, Guidelines, and this Application. We understand it is our responsibility to inform the WACA Covenants Committee, prior to proceeding with the work, of any design or building material changes made, which are contrary to those represented on the Application submitted herewith.

Signature of Applicant: _____

Date: _____, 20__

Signature of Applicant's Architect/Design Professional/Builder:

Date: _____, 20__

Application INSTRUCTIONS AND SUGGESTIONS

1. Committee Meetings

- **When:** The Covenants Committee usually meets first Wednesday of every month.
- **Notice:** Phone one of the Committee Chairmen to give advance notice of your intention to file an Application. Meetings may be cancelled if notice of an Application is not received by one week before the scheduled meeting.
- **Plans:** Have your architect, draftsman, building or fence contractor deliver final plans to you well in advance of time needed for circulation to neighbors and submission to the Committee. Illegible hand-drawn documents are disfavored. The Committee recommends printing to 8-1/2" x 11" format to facilitate photocopying for distribution of multiple copies to neighbors and at least two (2) copies to the Committee. Incomplete Applications will be deferred until the following month's meeting unless received in time to request clarification.
- **Complete Application:** Deliver your complete Application to one of the Chairpersons of the Covenants Committee no later than the one-week preceding the meeting.
- **Applicant Questions:** Although Applicants are not generally invited to attend the Covenants Committee meetings, the Committee recommends that you make yourself available by phone between 7:30 and 9:00 p.m. so that one of the Committee Chairman may phone if questions arise during the meeting.

2. Fences, Retaining Walls, Outbuildings

- **Site Plan:** It is acceptable to draw on site plan indicating location of fences or retaining walls. All critical dimensions should be indicated (e.g. height, distance from boundaries, etc.).
- **Elevations:** Please supply simple color brochure photographs or diagrams illustrating type of fence or retaining wall and materials to be used. If regrading will be involved, more detailed plans may be required showing relationship of newly proposed grade relative to existing grade.

3. Home Improvements

- **Drawings:** Have architect/draftsman develop 1/4" scale drawings and print on 8-1/2" x 11" or other easily reproducible size. In addition, extensive one and two story additions require 1/4" scaled plans and elevations from the design/construction set of documents (blueprints).
- **Site Plan:** Show building footprint (with dimensions) relative to property lines. Indicate affected neighbors by house number. Street names should be shown on site plan.
- **Floor Plan:** Distinguish proposed improvements from existing structure.
- **Building Elevations:** Show all sides of structure being improved with details such as exterior window treatments (e.g. shutters, muntin dividers), exterior cladding materials (e.g. brick, natural stone, clapboard siding) and roofing materials (e.g. asphalt or slate shingles). Clearly distinguish new construction from the existing construction.

- **Photographs:** Please provide color photographs to enable the Committee to better visualize the house in the context of the neighborhood. For example; if you are considering an addition to the side or back of your home stand as far away from your lot as possible and photograph the front and back of your home to include the picture of abutting neighbors homes as well.

4. **Make It Easy On Your Neighbors**

- **Make Your Submission Understandable:** While certain items are required for your Application, you may also supplement your Application with additional items that will assist your neighbors and the Committee to understand better your proposed addition or improvement. Such supporting materials often expedite the approval process.
- **Consult with your Neighbors:** To avoid miscommunication and other difficulties that may arise during the construction process, the Committee suggests that you try to meet with your neighbors to discuss the proposed improvements and the construction process (instead of just dropping off the form). A good dialogue between neighbors is essential for the process to proceed smoothly and the consideration of your neighbors is an important input for the Covenants Committee.