



Property Modification Approval Request Form

As members of the association, each homeowner has agreed to abide by the Community Charter and Design Guidelines. These documents protect our property values by maintaining a desirable community. Any exterior modification requires DRC (Design Review Committee) approval prior to the start of your project. Please make your request as complete as possible and type or print legibly. Incomplete requests may be returned, and additional information requested. Incorrect information or changes made after approval will invalidate approval. The goal of the DRC is to ensure that all changes to our properties conform to the appropriate Guidelines and Restrictions. Thank you for your cooperation.

1. ABOUT THE RESIDENT(S)

| | |
|-----------------|--------------------------|
| <i>Name(s)</i> | |
| <i>Address</i> | |
| <i>E-Mail</i> | |
| <i>Phone(s)</i> | <i>Best time to call</i> |

2. ABOUT THE PROJECT

| | |
|--|---|
| <i>Proposed start date</i> | <i>Proposed completion date</i> |
| <i>Describe the nature of the project(s) (attach supporting documentation, as necessary)</i> | |
| <i>Location (attach sketch/drawing)</i> | |
| <i>Dimensions</i> | <i>Distance from fences and easements</i> |
| <i>Colors</i> | <i>Shape</i> |
| <i>Materials</i> | |
| <i>Builder</i> | |
| <i>Other (specify)</i> | |

IMPORTANT: Include plan view and elevation drawings (to scale) plus any other supporting documents indicating project location and its relationship to property lines, neighbors, construction, easements, etc.

3. ABOUT THE REQUIREMENTS

| <i>YES</i> | <i>NO</i> | <i>N/A</i> | |
|------------------------------|-----------|---------------------|---|
| | | | <i>I/We have read the appropriate Deed Restrictions</i> |
| | | | <i>I/We have obtained a City building permit (attach copy)</i> |
| | | | <i>This project will require a fence removal (if yes, inform Association Manager)</i> |
| | | | <i>Completed project will be visible from the street</i> |
| <i>Check any that apply:</i> | | <i>Corner lot</i> | <i>Project already started/completed</i> |
| | | <i>Iron fencing</i> | |

| | |
|------------------------------|-------------|
| <i>Homeowner's Signature</i> | <i>Date</i> |
|------------------------------|-------------|

Signature constitutes permission for DRC members to inspect property and agreement to abide by DRC's decision. Upload this request, along with all supporting documents, drawings, photographs, etc. to your resident portal:

<https://brooksideatfields.connectresident.com>