

Architectural Change Requests

Per our community's governing documents, no unit owner shall make any exterior Improvement/change to a unit without first obtaining any requisite approval of the Architectural Committee and Executive Board.

In addition to an Architectural Change Form, the committee may require detailed information including drawings with dimensions, placement, materials, colors, etc. it requires to evaluate the proposal. The committee will do it's best to review the application and make a decision in a timely manner.

The homeowner shall obtain approval by the Committee prior to filing an application with the Township for a building permit, if necessary.

The committee, or it's duly authorized representative may inspect such work. If the committee finds that such work was not done in substantial compliance with the approved plans, it shall notify the Unit Owner in writing of such non-compliance, specifying the particulars of noncompliance, and shall require the Unit Owner to remedy the same.

HERITAGE CENTER COMMUNITY ASSOCIATION
ARCHITECTURAL CHANGE FORM

NAME: _____ DATE: _____

ADDRESS: _____
(Heritage Center Address)

ADDRESS: _____
(Non-Heritage Center Address)

PHONE(H): _____ (W) _____ (C) _____

EMAIL: _____

In order for the Executive Board to properly approve your architectural change, **please submit** a description of your request and include a detailed drawing (**with dimensions**) and the list of materials to be used. You may include pictures, color samples, etc., that would further illustrate your proposal. All drawings **must include** a diagram (plot plan) as it relates to the building and your property lines. Please refer to the Declaration of Covenants and Use Restrictions, pages Art. VI, Sec. 6.1.7. + 6.1.11)

DESCRIPTION OF PROPOSED CHANGE:

Anticipated Start Date: _____ Finish Date: _____

Submission of this form does not replace the owner's (and tenant's) obligation to abide by all township ordinances and permit requirements. Please notify our Property Manager once the project is completed. If the approved changes are not completed within 120 days of approval, a new request must be submitted.

Owner(s) Signature: _____

Mail to: Heritage Center Community Association, 975 Easton Road, Suite 102, Warrington, PA 18976

Approved Approved with Modifications Denied

Executive Board Signatures: _____ Date _____

