



Committee members:	
Neil Craig	913-940-8845
Kerry Rigdon	913-322-6424
Terry Krause	816-776-9306

**Nottingham Forest South Association  
Application and Review Form  
Architectural & Landscape Improvement / Alteration**

**CHANGE REQUEST FORM**

To be submitted to the Nottingham Forest South Association, c/o FirstService Residential, via email to [pamela.williams@fsresidential.com](mailto:pamela.williams@fsresidential.com) or by fax at (816) 454-0661 or by mail at 11125 NW Ambassador Dr., Suite 200, Kansas City, Missouri 64153.

Homeowners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: Before submitting this request, please read your Covenants and Restrictions. This can save both time and expense. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of requested improvement. It is the homeowner's responsibility to apply for and obtain a building permit from the City of Overland Park and this application does not constitute a request for a building permit. The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project. It is the homeowner's responsibility to assure compliance with all building codes, zoning ordinances and regulations. Approvals are valid for 6 months from the date of request.**

**Type of change to be made: Please circle each item to be changed or added:**

- |                         |                        |               |
|-------------------------|------------------------|---------------|
| Roof                    | Siding                 | Swimming Pool |
| Painting Door(s)        | Fence*                 | Painting Trim |
| Hot Tub                 | Replacing Garage Doors | Windows       |
| Landscaping             | Composting             | Decks         |
| Painting Garage Door(s) | Gazebo                 | Driveway      |
| Basketball Goal         | Painting               | Swing Set     |
| Exterior Doors          | Antenna                | Radon System  |
| Tree Removal/Install    | Other _____            |               |

**The following actions require adjoining neighbor signature affirmation:**



**First Service**


RESIDENTIAL

<b>Fence</b>	<b>Neighbor</b>
<b>Swimming Pool</b>	<b>Neighbor</b>
<b>Basketball Goal</b>	<b>Neighbor</b>
<b>Swing Set/Play Unit</b>	<b>Neighbor</b>

**Neighbor**  
**Neighbor**  
**Neighbor**  
**Neighbor**



**\*FENCE INSTALLATION REQUIREMENTS**

If you planning to install a new fence you need to provide a stake survey and permit.

Fence Color: \_\_\_\_\_

Brief description of the change to be made: Is photograph available? Yes No

Include size, height, and location on property

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample of materials, paint chips or sketch outlining change to be made is attached?

Yes:\_\_\_\_\_ No:\_\_\_\_\_ Paint Color Numbers: \_\_\_\_\_

**Project Start Date**\_\_\_\_\_

**Project End Date**\_\_\_\_\_

The following information must be included with the request form:

1. Type of material used.
2. Actual drawing of item with specifications/dimensions.
3. Mortgage inspection report of stake survey showing the location of the proposed improvement/alteration in relation to the home.
4. A description as accurate as possible of pictures, drawings and diagrams are helpful.

**Under no circumstance does approval by the Homeowner’s Association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the City or County. All improvements are subject to local building regulation and restrictions of record. If the homeowner proceeds without all necessary approvals, Residents may be subject to legal proceedings as well as having to remove all unauthorized improvements.**



Nottingham Forest South Design Review Committee: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

**FirstService**

RESIDENTIAL

Approved if following changes are made to request: \_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_

Date Approved/Disapproved by ARC: \_\_\_\_\_



**Nottingham Forest South Area Homes Association, Inc.  
Architectural Control  
Notification Form**

It is my understanding that my neighbor \_\_\_\_\_ who lives at \_\_\_\_\_ is planning to install a \_\_\_\_\_ on their lot. I live at \_\_\_\_\_ and have been informed of their plans and have no issues with the project.

I also understand that if I have any concerns about the plans I can contact FirstService Residential Management at (816) 414-5300.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_



**FirstService**  
RESIDENTIAL