

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

**CHANGE REQUEST FORM**

If you are considering changes to your home as indicated below, please submit this form to the ARC thirty (30) days **PRIOR** to installation. If you need a copy of the ARC Guidelines, please contact Home Association Solutions or a board representative. Submit this form to Home Association Solutions, LLC. at P.O. Box 26145, Overland Park, KS 66225 or fax to 913.825.0001. Additionally, you can email the form to [alawson@hasolutions.net](mailto:alawson@hasolutions.net).

**IMPORTANT:** Please provide as much detail as possible so that the Committee Members can understand your request fully and provide a prompt response. The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project. If a building permit is required, it must be obtained from your city of residence and submitted to the Architectural Review Committee along with the request for construction of your project. It is the homeowner's responsibility to see that the project is in compliance with all building codes, zoning ordinances and other laws and regulations.

Homeowner Name: \_\_\_\_\_

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

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

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

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

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

**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. The Committee Members will review your request and provide a response within 45 days. If the form is incomplete or the committee requests additional information, this can extend the process time.**

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

Roof	Siding	Swimming Pool
Painting Door(s)	Animal Shelter	Painting Trim
Hot Tub	Replacing Garage Doors	Windows
Landscaping	Composting	Decks
Painting Garage Door(s)	Gazebo	Driveway
Basketball Goal	Painting	Swing Set/Play Set
Exterior Doors	Antenna	Radon System
Sidewalk	Other _____	

**\*FENCE INSTALLATION REQUIREMENTS**

If you're planning to install a new fence you need to supply your lot number \_\_\_\_\_

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

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

Include size, height, and location on property:

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Will there be any of the following items onsite during the project?

Dumpster \_\_\_Yes \_\_\_No Overnight Const Vehicles \_\_\_Yes \_\_\_No

Port-A-Potty \_\_\_Yes \_\_\_No Overnight Const Equip \_\_\_Yes \_\_\_No

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

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Paint Color Numbers: \_\_\_\_\_

**The following information must be included with the request form:**

1. Type of material used.
2. Actual drawing of modification with specifications/dimensions as it pertains to the property lot. (i.e. distance from property line, distance from home, etc.)
3. A description, pictures, drawings and diagrams to support the request.

**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 and/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 Homes Association, Inc.**  
***Architectural Control***  
**Agreement Form**

It is my understanding that my neighbor \_\_\_\_\_  
who lives at \_\_\_\_\_ is planning to install the  
following on their lot. (*check modification below*)

- Hot Tub
- Play Set
- Swimming Pool
- Fence

I live at \_\_\_\_\_ and have been informed of their  
plans and have no objection.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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