

**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 forty-five (45) days PRIOR to installation. If you need a copy of the ARC Guidelines, please contact Community Association Management (CAM) or a board representative. Submit this form to CAM at 5000 W 95th St, Ste 280, Prairie Village, KS 66207, by fax to 913-738-9603, or by email: [Lizstedry@camkc.com](mailto:Lizstedry@camkc.com) or [contactus@camkc.com](mailto:contactus@camkc.com).

**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. If the Architectural Control Committee denies your request, you must submit a written appeal to a member of the Board of Directors within 15 days of the date the Architectural Control Committee rendered its decision. Any decision rendered by the Board of Directors on appeal shall be final and conclusively binding on the applicant.

**IMPORTANT:** The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project and only approves or denies requested based on language stated in Declaration of Deed Restrictions of the Nottingham Forest South Homes Association, Inc.(the Association). Owner is responsible for seeking professional help in regard to the structural integrity of the construction project. If a building permit is required, it must be obtained from the City of Overland Park. 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. The Association is not responsible for damages or issues to neighboring properties caused by projects such as grading, drainage, landscaping and/or property damage, etc. once approved. By signing this form, the homeowner accepts responsibility in correcting any issue that may be caused to neighboring properties and understands that the Association holds no liability upon approval of any construction or property improvement project.

**Homeowner(s) Name:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_

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

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

**Estimated Project Start Date:** \_\_\_\_\_ **Estimated Project Completion Date:** \_\_\_\_\_

*Please note that projects cannot begin until approval is submitted, in writing, by the Nottingham Forest South Homes Association Architectural Control Committee.*

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

Roof	Siding	Windows
Paint: Home/Trim/Doors	Fencing	Exterior Doors
Replace Garage Doors	Landscaping	Hardscape
Decks/Patio	Gazebo/Pergola	Driveway/Sidewalk
Basketball Goal	Swing Set/Play Set	Hot Tub
Swimming Pool	Home Addition	Animal Shelter
Antenna	Radon System	Mailbox
Utilities/Drainage	Composting	Other _____

**Items that must be included with the request form:**

1. Type of material(s) used. (paint codes required for exterior paint)
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.

**Description of the change to be made:** Include as much detail as possible.

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**Is photograph available?** Yes\_\_\_ No\_\_\_

**City Permit Required?** Yes\_\_\_ No\_\_\_

**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

**Samples or online links to materials or paint chips for changes to be made are available?**

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

**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.

**I have read and understand the above application in its entirety and certify that the information contained herein is true and correct to the best of my knowledge.**

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

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

**Nottingham Forest South Homes Association, Inc.**  
**Architectural Control**  
**Homeowner Agreement Form**

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

- Play Set
- Swimming Pool/Hot Tub
- Fence
- Other \_\_\_\_\_

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

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

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

**Nottingham Forest South Homes Association, Inc.**  
**Architectural Control**  
**Homeowner Agreement Form**

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

- Play Set
- Swimming Pool/Hot Tub
- Fence
- Other \_\_\_\_\_

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

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

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