

North Creek Village Homes Association
Application and Review Form
Architectural & Landscape Improvement/Alteration

Change Request Form

To be submitted to the North Creek Village Homes Association, c/o Kansas City Property Solutions, via email to info@kansascitypropertysolutions.com or by mail: PO BOX 25364 Kansas City, MO 64119. All requests should be submitted in writing thirty (30) days in advance for review by the committee. Pursuant to the Declaration of Restrictions of North Creek Village Homes Association, I hereby request approval by the Architectural Review Committee of North Creek Village Homes Association for the following alteration or construction on our North Creek Village property.

Homeowners Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Work Phone: _____ Email Address: _____

Type of change 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
Other: _____	Shed	Solar Panel

I am attaching a copy of my construction plans and specifications and a plan showing the location of the addition or construction project on my lot. I realize it is my responsibility to apply for and obtain a building permit from the City of Kansas City, Missouri and/or Platte County and that this **application does not constitute a request for a building permit.**

I understand that the Declaration of Restrictions and Covenants of North Creek Village provides that no building may be erected, placed or altered on any lot until construction plans and specifications and a plan showing the location of the structure have been approved by the ARC of North Creek Village Homes Association. I have reviewed both the Restrictive Covenants and the Architectural Guidelines of North Creek Village to be aware of the requirements of design and material for my project. I request approval of this project at this time by the ARC. If the improvement is not addressed in the Covenants and Restrictions, the final decision will be based on type, size, style and location of the requested improvements.

DATE: _____

Homeowner (PLEASE PRINT)

Homeowner Signature

***FENCE INSTALLATION REQUIREMENTS:** If you are planning to install a new fence you need to supply your lot number _____ and the section of North Creek Village that you live in. _____ Fence Color: _____

Brief description of the change to be made: Include size, height, and location on property

Photograph(s) available: Yes ____ No ____

Drawing or sketch attached: Yes ____ No ____

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

Yes ____ No ____ Paint Color Number(s): _____

Project Start Date: _____ **Project End Date:** _____

The following information must be included with the request form:

1. Type of materials 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

APPROVAL OF ARCHITECTURAL REVIEW COMMITTEE

Pursuant to the Declaration of Restrictions of **North Creek Village Homes Association**, and the Architectural Review Committee hereby approves the above project. The Architectural Review Committee has not and does not express any opinion regarding the strength, engineering design or safety of said construction project. A building permit should be obtained from the City of Kansas City and/or Platte County, and it is the homeowner's responsibility to see to it that the project is in compliance with all building codes, zoning ordinances and other laws and regulations. The ARC reserves the right to revisit projects upon construction and/or completion to ensure request follows the plans submitted.

Under NO circumstances does approval by the Homeowner's Association indicate FULL authorization. If the homeowner proceeds without all necessary approvals, Residents may be subject to legal proceedings as well as having to remove all unauthorized improvements.

Approved as submitted by homeowner ARCHITECTURAL REVIEW COMMITTEE

Approved as noted below*

North Creek Village ARC Committee: Approved: _____ Disapproved: _____

Approved if the following changes are made to request: _____

*Failure to meet these conditions revokes approval for this project.

Date Received: _____ Date Approved/Disapproved by ARC: _____