

KINGSWOOD ARCHITECTURAL REVIEW APPLICATION

I/we, _____ (print names of property owners)
Submit this request for the following change and/or improvement proposed for the property

located at: _____

I (we) understand that no building, fence, wall or other structure shall be commenced, erected or maintained upon an Lot, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, color, height, materials, location, and completion date of the same shall have been submitted to and approved in writing by the Kingswood Architectural Review Committee, and must comply with the amended and restated Declaration of Covenants, Bylaws and Policies of the Kingswood Homeowners Association and the laws and regulations of Hampden Township.

The following information must be included with this form:

1. A detailed description of the work to be done;
2. Drawings/Plans of the addition, fence, deck, etc;
3. If available, pictures of similar work; and
4. A description or samples of colors to be used.
5. A plot plan showing the relationship of the item being built to the house and property lines;

ESTIMATED START DATE _____

ESTIMATED COMPLETION DATE _____

Please note the following:

- The Architectural Review Committee has thirty (30) days (once all documentation has been received) to respond after the application is received and acknowledged by the Architectural Control Committee.
- All applications will be reviewed by the Architectural Review Committee at their scheduled monthly meeting only.
- If approved, the Approval will be contingent on a ninety (90) day start-up time and have an expiration of six (6) months from the date of the Approval Letter.
- Any incomplete applications will be returned.
- Only those applications submitted by the property owner(s) will be accepted.
- If your application is denied, you may appeal to the Board of Directors, by giving written notice of such appeal within seven (7) days of your submission that your application has been received.

Signature Date

Phone number where you can be reached Email address where you can be reached

Please mail/drop off your application with all supporting documentation to one of the following locations:

3804 Chippenham Road	Architectural Review Committee 1022 Chippenham Road	1216 Kings Circle
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