

# Spring Hill Subdivision LLC

## Architectural Change Request (ACR)

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Lot Number \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ and Projected Completion Date \_\_\_\_\_

**DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION:** Please outline in detail all proposed improvements, alterations, or changes to your lot or home. Include color (s), size (s), specifications, materials, location and any other pertinent information needed by the Architectural Review Committee in order to make a decision. **NOTE: You must submit a copy of the plat/house location survey of your property with the request. Indicate on the plat/house location exactly where the improvement will be located and if the improvement will be sited within any easements on the Lot.**

Please attach a sketch or picture of the proposed alteration as it will appear when completed.

Please ensure that all required supporting documentation (site plan, colors, material, descriptions, etc.) are supplied with this ACR and submitted in Duplicate. Applications submitted without the required support documentation will be marked "INCOMPLETE" and returned to the homeowner for re-submission.

**I understand approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property or property lines. If any portion of the Associations property is disturbed or damaged by either my contractor, or myself I agree to be responsible for and to restore the common elements to their original condition (s).**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Mail completed form to : Key Property management LLC P.O. Box 107 Inwood, WV 25428

Email: Kristen@communityiskey.com Phone: 304.995.9764

KPM/Committee Use Only: Date Received (KPM) \_\_\_\_\_ Date Reviewed (ARC) \_\_\_\_\_

Approved without exceptions	Approved with Caveats:	Disapproved: Reason	Incomplete, additional information required: