

West Park Home Owners Association

Architectural Review

Name: _____ Address: _____ Date Submitted: _____

This form must be submitted with the Home Owner's request. If a request is submitted without this form and the Home Owner has not answered the required information below as part of this request, it will delay the review process. Requests must be submitted a **minimum of 3 business days before a project is scheduled to begin or permit needs to be submitted.**

**No work can begin without written authorization from the Homeowners Association.
ALL work must be completed within one (1) year from date of the HOA Approval**

Homeowners who wish to make additions or changes to structures or landscape, including, but not limited to any exterior walls, doors, windows, fences, decks, awnings, roofs, driveway extensions, staining, painting, patios, etc., must perform and complete the planning steps.

INDICATE BELOW THE STATUS OF THESE STEPS AT THE TIME OF THIS APPLICATION

Yes	No	N/A	Required Step
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DETAILED PLAN, LIST & COLORS OF MATERIALS: Submit a detailed plan of the layout, dimensions, style, and size of proposed project. The detailed plan must include the layout of the house and any existing outbuildings as they are currently located on the property. Include a list of proposed building materials and colors that are to be used.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PROPERTY LINES: Property lines are staked if the project is within four (4) feet of any property line.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADJACENT OWNERS: HOA Property Homeowners that are immediately adjacent to the project must be notified of proposed work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERMIT: Owner has contact the City Building / Planning department to determine if the scope of the project requires any permitting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PERMIT: Owner has applied for all necessary permits with the City & County and display permits as required. Note: HOA written approval is required to complete permit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BLUE STAKE: IF Owner is digging soil in any new locations on the property, then the property must be 'Blue Staked' (call 811) to indicate existing utilities / communications underground piping / wiring.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPRINKLER: Owner has contacted the HOA's property management who will contact the HOA's contracted Landscape contractor to ensure the HOA's sprinklers & control boxes will not be damaged or access for maintenance is not blocked by the project. If sprinkler lines, etc. need to be moved or repaired as a result of the project, it will be done at the HOA's expense BUT MUST BE COMPLETED PRIOR to any disruption of existing landscape, in which case Owner must receive a 'Notice To Proceed' from the HOA's property management.

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Application Form

Project General Information

Project Property Address:	
	<input type="checkbox"/> Single Family <input type="checkbox"/> Townhome
Owner Last Name:	
Owner First Name:	
Owner Email:	
Owner Phone:	

Tenant Last Name:	
Tenant First Name:	
Tenant Email:	
Tenant Phone:	

Project Description (less than 30 words)

Project Proposed Timeline

Note → Project must be completed within one year of HOA approval date

Start Date:	
Completion Date:	

Note → IF HOA authorization is made, then local noise and activity ordinances must be followed.

Define how building materials will be handled

Where will materials be stored?	
How will they be stored (i.e. covered by a tarp)?	
How long will the materials be stored in the proposed location?	

Define how debris or refuse from the project will be handled

How will the material be disposed of (i.e. a dumpster, hauled away in a trailer)?	
Where will refuse be stored during the project?	
How long will the refuse remain on site?	
Dumpster size, location & duration on site?	

Note → Dumpster use must be approved by HOA prior to any dumpster delivery to the project site

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Submit all of the above documentation to the Architectural Review Committee for review and approval.

By Mail: **Welch-Randall Property Management c/o West Park HOA ACR**, 5300 South Adams Avenue, #8, Ogden, UT 84405

By Email: steve@welchrandall.com "ARC REVIEW" must be in the subject line of the email with the project property address

NOTICE FROM HOME OWNER'S ASSOCIATION & MANAGEMENT

Neither the board members, committee members nor management are trained or licensed to provide the home owner with professional advice regarding the physical condition of any property or regarding legal or tax matters. The association and management strongly recommend that in connection with any changes to the property, the home owner retain the professional service of legal and/ or tax advisors, property inspector, surveyors, and other professionals to satisfy the home owner as to any and all aspect of the physical and legal condition of the property. HOME OWNER IS ADVISED NOT TO RELY ON THE ASSOCIATION, OR ON ANY AGENTS OF THE COMPANY/HOA, FOR A DETERMINATION REGARDING THE PHYSICAL OR LEGAL CONDITION OF THE PROPERTY, including, but not limited to, the condition of plumbing systems, electrical systems, moisture or other problems with the roof or foundation, sewer problems, the availability and location of utilities, the exact square footage or acreage of the property, or the location of property lines.

Copy of appropriate requests will be sent by the HOA's property management company to the HOA's contracted landscape contractor for review and verification should the HOA's sprinkler systems be involved.

Any modification or relocation of the HOA's sprinkler systems **MUST BE COMPLETE PRIOR** to any disruption of the existing soils or landscaping.

Failure to follow the above review & application process may result in a Cease & Desist Order and possible removal of the unapproved project at the homeowner's expense.

The Owner hereby attests that all statements or responses herein are true and complete.

Owner's Signature: _____

Date: _____

HOA REVIEW & APPROVE / DENIAL: _____ Date: _____

Printed Name: _____

Welch-Randall REVIEW: _____ Date: _____

Printed Name: _____

HOA Review Notes | Direction to Owner, if any

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