

## THE GLEN @ HORIZON DRIVE ARCHITECTURAL CHECK SHEET

The purpose of this check sheet is to allow for approval process on home and site improvements submitted to the Architectural Committee. The committee suggests that you review your The Glen @ Horizon Drive Covenants and familiarize yourself with conditions and restrictions set forth, as they may apply to your home. Please fill out this form and submit with your plans or drawings. Submit paperwork to HOAServices to 607 S 7th St. or by email contact@hoaservicesco.com

Homeowner Name: \_\_\_\_\_ Phone \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Type of Project: \_\_\_\_\_

**Project Information Required for Submittal Structures:**

\_\_\_\_\_ Date on Drawing  
 \_\_\_\_\_ A plot plan or drawing with appropriate dimensions/scale of structure  
 \_\_\_\_\_ Setback distances; structure distances perpendicular to adjacent property lines (check with City Planning Department for proper setback requirements)  
 \_\_\_\_\_ Description of materials to be used: \_\_\_\_\_  
 \_\_\_\_\_ Proposed starting date of construction \_\_\_\_\_  
 \_\_\_\_\_ General Comments \_\_\_\_\_  
 \_\_\_\_\_

**Fences/Landscaping:**

\_\_\_\_\_ Submit drawing with heights and location of fence/landscaping on property  
 \_\_\_\_\_ Types of material to be used \_\_\_\_\_  
 \_\_\_\_\_

**Changing Colors:** Approval needed by Architectural Committee only if you are considering changing the color of your home; **Need at least five (5) days for approval**

\_\_\_\_\_ Paint chip submittal required (minimum 2 square inches)  
 \_\_\_\_\_ Date paint chip received by Architectural Committee member \_\_\_\_\_

Note: to seek approval for all structural improvements, plans and this checklist must be submitted together to member(s) of the Architectural Committee. The Committee has up to 30 days to approve or disapprove plans/drawings for construction. Approved plans/drawings will be stamped "Approval of The Glen @ Horizon Drive HOA Covenants Only". Further submittal will be necessary for approval of City Building/Planning Departments to assure that permits are issued and proper codes and regulations are met by homeowner.

**I understand and have read the conditions and regulations of the architectural committee set forth in the "Declaration of Covenants, Conditions and Restrictions for The Glen @ Horizon Drive".** I further understand that up to 30 days may be required for approval once the plan or drawings are submitted to a committee member.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Architectural Committee Member \_\_\_\_\_ Date: \_\_\_\_\_