

# Valley Grove Homeowners Association Permit for Building or Lot Improvements

**Instructions:** This application must be submitted to the Architectural Committee (the Committee) sixty (60) days prior start of construction. The Committee will act on the application within forty-five (45) days of submittal and will notify you in writing of their decision by signing the application and returning the original to you. If your application is not in compliance with the Covenants, the Committee will contact you and propose changes to your application (if any) which would allow the Committee to approve your application. If any additional information is needed by the Committee to make a decision the forty-five (45) day process starts over when the additional information is received. If you reject the Committee suggestions then your application is denied. If your application is denied you may make changes to the original application and resubmit and the forty-five (45) day process starts over. Keep in mind that we are a volunteer committee made up of property owners in VG and if the Committee fails to respond to your application in the forty-five (45) day limit this **does NOT constitute APPROVAL** by the committee. If the Committee fails to respond please contact someone on the Committee or the Board of Directors and we will make every effort to expedite your application.

- Only those improvements or additions that fall under the Valley Grove Subdivision Protective Covenants require this application. Refer to those Covenants for more information.
- Please complete every section of this application. Attach a detailed sketch or drawing of the proposed improvements and any other information you feel is necessary for the Committee to evaluate your application. Please include all dimensions for improvements or additions. Include distances from existing property line(s) on the sketch or drawing. This will prevent delays in the approval process.
- Sign and date the application and obtain the approval signature(s) of neighboring property owner(s) if needed. (Approval or disapproval from neighbors does not guarantee the Committees decision, this only lets us know if there are objections) • Deliver this completed application with plans as needed BY HAND to the Committee contact of your choosing. Do not deposit this into the 1 Bison Trail mailbox used for payments.
- All questions should be directed to the current Chairperson of the Architectural Committee (check [www.vghoa.org](http://www.vghoa.org)) • All active permits will be posted on [www.vghoa.org](http://www.vghoa.org)

## Permit Must Be Prominently Displayed On Structure During Construction Process

<b>Date:</b>
<b>Name: Lot #:</b>
<b>Address: Phone:</b>

**Important:** This application for design review is not complete until plans and specifications for improvement(s) have been submitted with this document. "Plans and specifications" shall mean site plans, building plans and specifications, elevations, and such other information as the Architectural Committee shall reasonably require.

**Limitations of approval:** No building permit or other authority to construct an improvement pursuant to this application, whether issued by the Architectural Committee or the Board of Directors of the Valley Grove Homeowner's Association, shall confirm or grant any variance from the requirements set forth in Paragraph 1, Use & Building Improvement Covenants, of the Valley Grove Subdivision Protective Covenants and Restrictions, whether or not the plans and specifications submitted with the application otherwise depict or describe an Improvement that is inconsistent with such requirements. A proposed Improvement that would violate any requirement set forth in Paragraph 1, Use & Building Improvement Covenants, of the Valley Grove Subdivision Protective Covenants and Restrictions, must in addition to the authority available under this application also secure a variance from the applicable provision of the Protective Covenants under a separate application for such a variance filed with the Board of Directors of the Valley Grove Homeowner's Association.

*\* Please see Appendix A for Permit Application guidance and Variance Request Information*

<b>Description of Improvement/Addition (Please attach sketch or drawing – use back if needed)</b>

<b>When will construction begin?:</b>	<b>Construction completion date:</b>
<b>Applicant Signature:</b>	<b>Date:</b>
Adjoining Neighbor Signature:	Date:
Adjoining Neighbor Signature:	Date:

Other Close Neighbor Signature:	Date:
Other Close Neighbor Signature:	Date:

\*\*\*\*\*Do Not Write Below this Line\*\*\*\*\*

<p>This Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Changes: _____</p> <p style="text-align: center;">Reason:</p> <p style="text-align: center;">_____</p> <p>_____</p> <p>Committee Signature Date      Committee Signature Date</p>
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