

**Heritage Plantation Homeowners Association  
Existing Residence Architectural Review Application Form**

➡ **Please complete FULLY to speed the approval process** ⬅

<b>Office Use Only</b>
Date/time received: _____
Date/time forwarded to ARC: _____

Do not commence construction prior to approval – fines may be assessed without further notice)  
**COVENANTS ALLOWS FOR 30 DAYS FOR PROCESSING**

Owner Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Lot# if known \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-mail \_\_\_\_\_

1. This application is for:
  - a. \_\_\_ An addition to my home
  - b. Installation of a fence (Note: *Special provisions apply to corner, lake & common area lots.* If fence will connect to or cross onto another owner's property, a consent letter from the owner is required)
    - i) Above ground fence  Underground fence
    - ii) Indicate the type of fence material \_\_\_\_\_
    - iii) Indicate the type and color of the stain \_\_\_\_\_
    - iv) Will the stain be applied at the time of installation? \_\_\_\_\_ YES \_\_\_\_\_ No
    - v) If "No", when will it be stained? \_\_\_\_\_
  - c) \_\_\_ Addition of a deck
  - d) \_\_\_ Change/addition to existing landscaping
  - e) \_\_\_ Construction of an auxiliary building (*please review covenants for special requirements*)
  - f) \_\_\_ Swimming pool installation (*City of Madison has specific requirements regarding board width and more*)
  - g) \_\_\_ Other (Explain below)

\_\_\_\_\_  
\_\_\_\_\_

- h) Date you wish to start construction or modification. \_\_\_\_\_
- i) Completion date. \_\_\_\_\_ (90-day maximum)
- j) Do you plan to use a contractor to do the work requested? \_\_\_\_\_
- k) Name and contact# for contractor(s)  
\_\_\_\_\_
- l) Is a construction permit required? \_\_\_\_\_
- m) Provide a description of the work you are planning to do or planning to have done by a contractor. Provide a list of materials or plants, e.g., the color of paint to be used; the color of brick; color of shingles; type of lumber; and, names and varieties of plants.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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n)

**Note: Contractor signs are not permitted on homeowner property and are prohibited by the City of Madison between the sidewalk and curb.**

o) Provide a copy of plans or a detailed drawing or sketch (see page 3) of the project you are planning to do. **Although the drawing may not be exactly to scale, provide approximate measurements in feet.** You may use the accompanying grid or submit a drawing on a separate sheet of paper or attach architectural drawings. Detailed plans are required for extensive exterior renovations.

p) Mail completed forms to:

Heritage Plantation Homeowners Association  
Hughes Properties, Manager  
4910 Corporate Drive Ste C  
Huntsville AL 35805

q) Completed forms may also be emailed to [Kristen@hughes-properties.com](mailto:Kristen@hughes-properties.com). Any questions on the form, process or to check on the status of your request should be addressed to (256) 430-3088 or [Kristen@hughes-properties.com](mailto:Kristen@hughes-properties.com).

**NOTE: Submitted forms must be either printed copies of the forms or electronic PDF files. Picture formats such as JPEG, etc are not acceptable.**

r) Requests will only be accepted from the legal owner.

**s) BY SIGNING AND SUBMITTING THIS REQUEST, YOU ARE CERTIFYING TO THE FOLLOWING:**

a) That you are the legal owner of record and that any addition, fence or structure for which you are requesting approval will be located within your property line.

b) That the information submitted is accurate and factual representation of the project that is proposed. If approved, I/we will not modify the approved plan without seeking an additional review of change plans by the Architectural Review Committee (ARC) or the HPHOA Board. I/we understand that it is my/our responsibility to contact and coordinate with the local utility companies prior to any excavation work. I/we understand that work on the project may not commence until receipt of final written approval. I/we also understand that if we begin work before approval is granted, I/we are subject to fines or other remedies available to the association to stop work or remove work accomplished as outlined in the community covenants.

c) **APPROVAL LIMITATION** - That it is understood that any review and approval by the ARC is limited to the determination that the request as approved satisfies the requirements and intent of the covenants of the community. It is not intended, nor should it be construed, as any approval or judgment as to the adherence to any City, County, State, or any other governmental regulations or requirements. The requestor is responsible for all permits, insurance, etc that may be required.

- d) **LIABILITY DISCLAIMER**- That if approval of the ARC is given, it is not intended, nor should it be construed, to imply, directly or indirectly, that any design, plans, or other data furnished as part of this request is fit for the purpose intended. The the HPHOA does not assume any liability for any damage or injury as a result of the approval of this request and its subsequent implementation. I acknowledge and accept the additional the Liability disclaimer contained in Section 10. "Architectural Standards" contained in the Declaration of Protective Covenants for Heritage Plantation Subdivision.

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Homeowner's Signature

*Revised 7/9/2015*

Each square represents 2'

