

KC2 PROJECT APPROVAL REQUEST

Name of homeowner _____

Address of property this request covers _____

Home Phone _____ Other Phone _____

Date of Submittal _____ E-mail _____

Project Approval Request: *(Please list general nature of project)* _____

SUBMITTAL REQUIREMENTS: FOR ANY PROJECT BEYOND NORMAL MAINTENANCE

1. Please notify all neighbors that may be affected by the changes you are proposing. The KC2 board may also notify your neighbors.
 2. Submit a copy of the existing site plan showing the house with any existing improvements to include decks, property lines, easements, etc. and the location of the proposed project. Landscaping and plantings should be included.
- Submit a drawing, photo, or brochure of the proposed project design, including dimensions and materials to be used.
 - For all building revisions/additions, a copy of the current house plan as well as a complete set of plans and materials to be used along with any landscaping for the revisions/additions is required.
 - All plans, drawings, brochure, or any other submittals will be kept until the project is completed.
 - All dimensions should be as accurate as possible. Any variation of the proposal or location should be verified before the project is started.
 - The construction trash and debris should be picked up daily and contained.

3. All changes to plans already approved by the KC2 Board will have to be resubmitted to the board in writing and approved by the board before starting the project of making the change.
4. Exterior color changes should be submitted as a 3" by 5" color sample.
5. All plans, drawings, brochure or any other submittals will be kept until the project is completed.
6. The property owner will apply for any required building permits and county inspections.
7. The KC2 Board may do inspections at the property before, during, and after approval and upon completion.
8. The KC2 Board should be informed when the project is started and upon completion.
9. You will have 6 months from the approval date to complete the project. Request for time extensions must be in writing to the KC2 Board. (email ok)

Once your request is forwarded to and received, the KC2 Board will have thirty (30) days to review the request and submit in writing its recommendations or request for additional information.

I have read the above guidelines and agree to follow them. I agree to follow and abide by the plans that were submitted to and approved by the KC2 board. I also agree to follow all rules, regulations and codes set by any government agency and all those set forth by the Keatington Cedars 2 Home Owners Association and the Neighborhood Covenants that may not be listed here. KC2 Covenants and By-Laws can be found at

<http://www.keatingtoncedars2.com/information-and-events>

Resident Signature : _____ **Date:** ____ ____

Reviewed by KC2 Board on _____

Adjustments to submitted plan Required (yes / no) Date returned to resident _____

Revised plan received by KC2 Board on _____

Board Approval Granted on _____

Signature of Authorized Board Member _____