

Notting Hill Homeowners Association
ARCHITECTURAL REVIEW APPLICATION

1. Name (please type or print): _____
2. Address of proposed change: _____
3. Home telephone: _____ Work telephone: _____
4. Email address: _____
5. General description of proposed change: Please include the purpose or reason for the change, the type and color of materials to be used, location of the change on the property and any other pertinent information required to evaluate the proposed change:

6. Estimated starting date of construction: _____
7. Estimated completion date: _____
8. Owner(s) acknowledges that they are familiar with the Protective Covenants and Restrictions of Notting Hill.
9. Owner(s) understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 6 months following approval. Moreover, Owner(s) agree to honor any deadlines established by the Committee for the completion of the proposed improvements referenced herein.
10. Owner(s) agrees to store construction materials only on his property, rather than in common areas, easements or street, to bear the cost of repairing any damaged caused to such areas and remove all unused materials from public view within 7 days following the completion of work.
11. The Notting Hill Homeowners Association will review all applications. The Applicant is required to solicit the opinion of adjoining property owners and to provide copies of their acknowledgement with this application. Committee will respond to applicant in writing within the 30-day review period.

Owner's Signature & Date: _____

Owner's Signature & Date: _____

Date received by Architectural Review Committee Chairperson: _____

APPLICATION SUBMITTAL

- Please mail or deliver **TWO** (2) copies of this application and supporting documents to the Notting Hill Homeowners Association address: 722 Nottingham Drive, Oxford, MS 38655.
- Do not include original documents, as they will not be returned. All pages must be legible copies.
- Owner must sign this application on page one (1) and initial that they have read and agree to requirements and notes contained on the page three (3) of this application.

APPLICATION REVIEW RESULTS

Action taken (check one): Approved Not Approved

Approved as noted (see comments) Additional information required (see comments)

Reviewed by:
Architectural Committee Chair _____ Date: _____

Reviewed by:
GRNA President _____ Date: _____

COMMENTS/REQUIREMENTS AS NOTED FOR APPROVAL

- Copy of Building Permit required Copy of Land Survey required
- Color chips or color sample required Other _____

Comments from committee review: _____

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

The supporting documentation listed below must accompany this application as applicable to proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Notting Hill Homeowners Association 30-day review period will not commence until all required submissions have been provided.

- A. **Paint or Stain Colors:** A sample of the color(s) to be used.
- B. **Finish Materials:** A description and/or a sample of all finish materials to be used for exterior surface modifications must be provided.
- C. **Site Plan, Survey or Plot Plan:** A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to property lines, must be provided for decks, patios, walls, storage sheds, fences, gazebos and structural additions to the home.
- D. **Architectural Drawings and Landscape Plans:** Detailed architectural drawings or plans must be provided for decks, storage sheds, fences, gazebos and structural additions to the home, as well as surrounding landscaping or topography changes of the lot.
- E. **Other Exhibits:** Other exhibits may be required in order to permit adequate evaluation of the proposed change.
- F. **Contractor Estimate/Proposal/Plans:** Bids you receive may include the majority of the above-mentioned requirements. It is recommended that you attach these documents to the application. The Committee is not interested in the cost of your project. The cost listed on any document may be struck prior to submission.

NOTES

- A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of the City of Oxford, to which the property is subject to. Further, nothing contained herein shall be construed as a waiver or modification of said restrictions.
- B. Where required, appropriate building permits shall be obtained from the City of Oxford prior to the commencement of construction. Nothing contained herein shall be construed as a waiver of said requirement.
- C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Notting Hill Home Owners Association.
- D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and the Owner may be required to restore the property to its former condition at the Owner's expense if such alterations are made and subsequently disapproved in whole or in part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
- E. Owner agrees and grants express permission to Committee to enter on the Owner's property at a reasonable time to inspect the project, during and after construction.
- F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications of said alterations.

Owner(s) Initials: _____