



# Harlan Hills

## Neighborhood Association

*Harlan Hills Home Owner's Association Architectural Review Committee*

### Architectural Approval Request Form

Date: \_\_\_\_\_

Homeowner(s) (please print): \_\_\_\_\_

Street address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The information requested on this form enables the Harlan Hills Architectural Committee to thoughtfully review your plans for home construction or improvements, as is allowed in the Harlan Hills Protective Covenants. The Committee's review ensures—on behalf of all Harlan Hills homeowners—that all new construction and later home or lot improvements are attractive, harmonious and well-proportioned. **Complying with the Covenants not only creates a beautiful neighborhood, but also helps preserve or improve property values, which is in every homeowner's best interest.**

All structures built in Harlan Hills must be designed by a registered architect, a professional engineer experienced in home design, or a comparably qualified individual or firm. They must also comply with the Harlan Hills Protective Covenants, particularly as described in Article IV: Architectural Restrictions. Please make sure all contractors have access to online or printed copies of the Covenants prior to design and submission to the Committee.

#### **Improvements that Require Committee Review**

Review and approval is required for the following improvements to your lot; this list does not describe every possible improvement, so if you have questions, please contact any member of the Architectural Committee or the HHNA Board (hhnainfo@gmail.com).

- a) New home construction and exterior remodeling
- b) Exterior house/trim painting (if a change from the originally approved color)
- c) Replacement of or change to exterior façade or roofing materials
- d) Major landscaping project or any project that affects grade or drainage
- e) Installing a fence or gate
- f) Installing a deck, patio, pergola, veranda or similar-use structure
- g) Permanent swimming pool
- h) Permanent outdoor fireplace or cooking area
- i) Access ramp
- j) Satellite dish, antenna, windmill or solar panels

**Review Process**

**Homeowners must submit construction plans and specifications to the Architectural Committee PRIOR to obtaining building permits or purchasing construction materials.** Include the following:

- 1) Construction plans and specifications for all improvements, including construction details for all buildings, structures, fences, walls and other improvements
- 2) Proposed façade of any building, including the style, color and location of the eaves and windows
- 3) Description of materials to be used in the building or improvements, including the color schemes
- 4) Detailed landscape plans which include location of driveway, patios, paved walkways, trees, shrubs, fences, berms, walls, exterior lighting and utility connections
- 5) Existing and finished grades, shown at lot corners and at corners of proposed improvements. Lot drainage provisions shall be indicated, as well as cut and fill details if any appreciable change in contour is proposed. *(Drainage is the responsibility of the homeowner and contractor.)*

**The Architectural Committee has 14 days to review** and present a decision on the proposed improvements. The plans and materials can also be reviewed and approved by the UW Arboretum. Modifications may be suggested as a courtesy to surrounding households. When the Committee's review is completed, a member of the Committee will respond by letter to the homeowner and the City of Fitchburg within 14 days.

*After approval and completion of the project submitted, further modifications to the original project must be submitted as a separate project, using this form, and are subject to review by the Architectural Committee.*

**Description of Your Proposed Structures/Improvements**

- 1) **Describe your proposed improvement below or on an attached sheet;** include the location of the improvement on your lot and the estimated time frame for construction/completion.

For structures or improvements described in items e) through j) above, indicate dimensions, materials and colors. For satellite dishes, list diameter of dish and location.

- 2) **Please submit this completed and signed form, with all required documentation,** to one of the following Architectural Review Committee members:  
 Steve Olson, 3100 Edenberry Street, stevenc0325@gmail.com  
 Pam Sprecher, 5777 Dawley Drive, pamsprecher@sbcglobal.net  
 John Melby, 5758 Longwood, melby.margeandjohn@att.net

Homeowner's signature \_\_\_\_\_