

# Architectural/ Landscaping Request Form

**Note: No work can be done without Approval**



<b>Property Owner Name</b>	
<b>Address</b>	
<b>Party Filing Request</b>	
<b>Day Phone (xxx-xxx-xxxx)</b>	
<b>Cell Phone (xxx-xxx-xxxx)</b>	
<b>Email Address:</b>	
<b>Preferred method for contacting you</b>	

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

Please provide details on your Architectural or Landscaping request (changes, improvements, additions, materials, etc) below:

---

---

---

---

---

---

---

---

---

---

**Please attach drawings, dimensions and pictures showing proposed changes to current structure (contractor drawings can be used). Please include length, height, width etc. for this request as well.**

**Note – if an inspection or permit is required to complete this request, it is the homeowner’s responsibility to get the same. The HOA Board cannot approve the request if it fails to comply with city codes.**

**Section below is for management use.**

Approved ____ Yes      ____ No
HOA Manager Initials: _____
HOA Manager Comment:
HOA Board Representative Initials: _____
Approval Date: _____
Comments:

Gateway Village Homeowners Association reserves the right to refuse approval of said request for the following reasons, including, but not limited to: failure to pay monthly homeowners association fees; failure to conform to guidelines and/or covenants; potential to cause a health or safety issue; and/or does not conform to community standards.