



**Harlan Run Homeowners Association, Inc.
Architectural Change Request**

Name: _____

Address: _____ Lot#: _____

Owner's Mailing Address: _____

Day Phone: _____ Evening Phone: _____

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION. Include as much detail as possible including photograph or drawing, materials to be used, style, color and other helpful information. Provide a SITE PLAN or SURVEY showing where improvements are located. If the work is to be performed by someone other than the homeowner, please provide the contractor's name and telephone number if known. Attach a separate sheet if more space is needed. PLEASE ALLOW APPROXIMATELY "4" WEEKS FOR RESPONSE.

Estimated beginning date: _____ Projected completion date: _____



Signatures:

Signatures of at least four (4) property owners who are most affected because they are adjacent and/or have a view of your change is required. Should one of your neighbors disapprove, please indicate with the reason for their disapproval noted in the comments section. ***Their signatures indicate an awareness of your intent and do NOT constitute approval or disapproval.***

Name: _____	Name: _____
Address: _____	Address: _____
Lot: _____	Lot: _____
Signature: _____	Signature: _____
Phone: _____	Phone: _____

Name: _____	Name: _____
Address: _____	Address: _____
Lot: _____	Lot: _____
Signature: _____	Signature: _____
Phone: _____	Phone: _____

Comments: _____

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, variances, and/or observing all local zoning ordinances. If approved by the Board of Directors I agree to make the changes under the terms and conditions as specified in the approval letter. All improvements must be on my property or property lines. If any portion of the Association property is disturbed or damaged by either my contractor, or myself then I agree to be responsible for and to restore the common elements to their original condition(s).

Date: _____

Signature of Applicant: _____

BOARD OF DIRECTORS ACTION:

Date Received: _____

_____ Approved

_____ Approved according to the conditions on attached letter

_____ Disapproved

Approval/Denial By: _____ **Date:** _____

Submit To: Harlan Run HOA – Attn: ARC Committee
PO Box 4224
Martinsburg, WV 25403