

Merrimac Homeowner's Association Architectural Approval Request Form:

It is the goal of the Architectural Control Committee to promptly respond to your architectural approval request within a 15 day period. **Please be complete in the submission of your documents as the time table begins upon the date that your complete package is received.**

Homeowner: _____ Lot # _____

Address: _____, Westfield, IN 46074

Phone #: _____ Fax#: _____ E-Mail: _____

Estimated Start Date: _____ Estimated. Completion Date: _____

Name of Contractor/person performing work: _____

CHECKLIST OF REQUIRED DOCUMENTS FOR CONSIDERATION

You **MUST** completely fill out this application, sign it and submit 2 COMPLETE SETS of the following with your application

1. **Written description of request**
2. **Plot plan showing location of improvements in relation to the property lines, easements and existing structures.**
3. **Construction plans, blue prints and/or landscape design**
4. **Specific information regarding materials, colors and size**
5. **Any additional relevant details of the project.**
6. **Any permit(s) and/or variances required by the City of Westfield or Hamilton County.**

In submitting attached plans, **I certify** that I have read and agree to follow all Construction Guidelines (Exhibit B) and the Architectural Review Committee Guidelines, as set forth by the Architectural Control Committee of Merrimac Homeowner's Association Inc., – both of which were last updated 4/1/09.

I **acknowledge** that: **A)** Entering easements is advised against and if I choose to do so, I do so solely at my own risk and expense –as the ACC's approval of my project is solely based on factors such as (but not limited to): materials, construction, aesthetics and harmony with the surroundings. **B)** In the case of an application for improvements which will enter an easement, it is my responsibility to determine the need of AND provide any permits or variances required by any local or county municipalities with my application. **C)** ALL required documents listed above shall be submitted before the review and approval process can begin and that **without written approval, no work or construction shall begin prior to the end of the approval period,** which commences upon the receipt of all required documents.

Homeowner Signature

Date

FOR ACC USE ONLY: Date Original Package Received: _____

Received By: _____ Complete Package Received: YES or NO.

If NO, Date Complete Package Received: _____

Date Request Reviewed: _____ Approval Granted: YES or NO

Conditional Approval Granted: YES or NO: Conditions of Conditional Approval: _____

Approval is denied for the following reason: _____

Approved or Denied By: _____

Signed

Printed

Date

Submit **COMPLETE** requests to:
Merrimac HOA Architectural Control Committee
C/O Meridian Management
PO BOX 44127, Indianapolis, IN 46244

Or Via FAX: 317-262-5212 (on faxed submissions additional photos, color samples or other items may still be necessary)

EMAILED SUBMISSIONS DO NOT COMPLY WITH MERRIMAC'S CC&R's AND THEREFORE ARE NOT ACCEPTED BY the Architectural Control Committee.

Content Revised Jan . 2010 - Contact Information Revised June 2010