

# The Highlands Subdivision Homeowners Association

## Architectural Approval Request Form

Please read the guidelines before completing this form. Please complete 1-6 and sign below. Please print.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Lot Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Briefly describe the proposed change:

A. **Out Building:** (Must match existing home, see guidelines)

Size: (W) \_\_\_\_\_ (L) \_\_\_\_\_ (H) \_\_\_\_\_ (10' max)

Siding: Wood \_\_\_\_\_ Vinyl \_\_\_\_\_ (no aluminum)

B. **Deck:** Size: (W) \_\_\_\_\_ (L) \_\_\_\_\_ (H) \_\_\_\_\_ (check with county ordinance for ht. restrictions)

C. **Fence:** 6' Privacy \_\_\_\_\_ Picket (H) 4' \_\_\_\_\_ 5' \_\_\_\_\_ Vinyl Coated Chain: Black \_\_\_\_\_ Green \_\_\_\_\_

Material: Wrought Iron \_\_\_\_\_ Treated Pine \_\_\_\_\_ Cedar \_\_\_\_\_

Circle One: Dog-Eared \_\_\_\_\_ Flat-Top \_\_\_\_\_ Shadow Box \_\_\_\_\_ (Height) 4' \_\_\_\_\_ 5' \_\_\_\_\_ 6' \_\_\_\_\_

D. **Other** (Please explain in detail) \_\_\_\_\_

5. Schedule: The project will be done by: Homeowner \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Please indicate the approximate time needed to complete the project, after Board approval: \_\_\_\_\_

Please indicate any building permits that will be required. (Please check with the County and City Ordinance.) \_\_\_\_\_

6. Please attach the following information:

A. A plot plan indicating the location and dimensions of the project to scale. <https://monroein.elevatemaps.io/>

B. Professional blueprints or working drawings indicating all necessary dimensions and elevations to scale.

C. If available, a photograph of a similar completed project.

I understand that under the Declaration and the rules and regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself and/or a licensed and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners.
5. I assume all liability and responsibility for all damage and/or injury which may result from performance of this work.
6. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, the community governing documents, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, its Board of Directors, its Agent and/or the Committee have no responsibility with respect to such compliance and that the Board of Director's and/or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specification or work comply with any law, code, covenant, regulation and/or requirement.

**NOTE:** All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

I hereby acknowledge that I have read, understand and will comply with the **ARCHITECTURAL CHANGE STANDARDS** set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*DO NOT WRITE BELOW THIS LINE\*\***

**Committee Action:** ( ) Approved as Submitted ( ) Deferred (stated in comments)  
( ) Approved with Conditions (stated in comments) ( ) Denied (stated in comments)

Comments: \_\_\_\_\_

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

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The Declaration of Covenants, Restrictions, and Conditions covering your subdivision requires that you request approval from the Developer or Board of Directors **PRIOR** to doing any exterior modifications and/or additions to your home or property. The following are the guidelines set forth by the Board of Directors. Please read the guidelines before submitting your architectural request. Refer to your Covenants and Restrictions and Zoning Commitments of the subdivision for specific requirements.

Some examples of modifications needing approval are room additions, decks, porches, fences, changes of exterior colors of your home, storm doors, sheds, permanent basketball goals, major landscaping, etc.

If you have questions concerning whether or not you need approval or questions in general, you may call Tempo Properties, Inc. at **(812) 336-2026**.

Requests should be mailed to: **The Highlands Subdivision Homeowners Association P.O. Box 1695, Bloomington, IN 47402** OR emailed to [contact@bloomingtonhighlands.com](mailto:contact@bloomingtonhighlands.com)

1. No structure will be approved if it violates building setback lines or it encroaches on any easement shown on the Plat.
2. Offensive structures or landscaping that does not maintain the harmonious appearance of the subdivision, or does not project the appropriate image commensurate with neighborhood will not be approved.
3. Lots adjoining the common areas are subject to more restrictive rules and guidelines regarding improvements and changes such as fences, out-buildings, etc. Approvals will be made on an individual basis.
4. **Pools** - Above ground pools are not permitted.
5. **Basketball goals** - Basketball goals must not obstruct the right of way or sidewalks (permanent or portable). Permanent basketball goals, installed into the ground, require an Architectural Approval Request.
6. **Dog Kennels/Dog House** - Galvanized animal kennels or quarters are not permitted. Dog kennels must be connected to your home. A dog house must be primarily made of wood and must match the existing home. Metal and plastic dog houses are not acceptable. Dog houses must be located at a maximum of 3 feet from the rear of your home.
7. **Fencing** - Privacy fencing must be cedar or treated pine. Chain-link fencing must be black or green vinyl coated. Picket fencing must be wrought iron, cedar or treated pine. Fencing cannot exceed 6 feet high in height. Dog eared, flat top or shadowbox style are the only permitted styles for privacy fencing. No fencing shall be located any closer than the rear foundation line of the home. No exceptions.
8. **Out-Buildings** - The siding and roof color must match your existing home. All out-buildings must be primarily made of wood. Metal or plastic out-buildings are not acceptable. Out-buildings cannot be constructed in an easement. All out-buildings must follow side yard setback requirements, and be at least 5 inches from side and rear lot lines. Carports are not acceptable.