

**WILDFEATHER HOA**  
**Architectural Change Request Form**  
**Email to: WildfeatherHOA@gmail.com**

The attached is submitted for approval by the Architectural Committee. I understand that final approval may take one (1) month from the time a complete and properly prepared submittal has been received by the committee. **I understand that all work must be completed within 180 days of approval, or I will resubmit this application. I may be asked to review plans in person with the board for ease of discussion, including but not limited to review of architectural drawings and larger scale plans that may be easier to see and discuss in person.** I am requesting permission for the following construction or installation:

☐Fence   ☐Patio/Deck   ☐Roof   ☐Home Addition   ☐Landscaping   ☐Pool  
☐Exterior Lights   ☐Satellite Dish   ☐Hot tub   ☐Tree Removal   ☐Shoreline protection   ☐Soffit, gutters, fascia   ☐Windows   ☐Other, Describe: \_\_\_\_\_

As required, I have attached a copy of the Plat of Survey, including "to scale" drawings on the plat, and a copy of the contractor's plans along with any and all documentation with regard to materials, colors, setbacks, or other information related to this project.

**Today's Date:** \_\_\_\_\_ **Lot#** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Contact #:** (\_\_\_\_) \_\_\_\_\_

**Email address (REQUIRED):** \_\_\_\_\_

**I understand and agree to the following conditions apply to any approved request:**

1. Approval does not constitute municipal/county building department approval. You agree to obtain any necessary permit prior to commencement of any work.
2. It is your responsibility to ensure the improvement does not encroach upon common property. You are responsible to repair any damage done to the common elements or limited common elements (i.e. yard, landscaping, etc.).
3. Verify utility locations with J.U.L.I.E to insure safe digging when appropriate.
4. Any time during the process you agree to comply with any request to enter onto your property or for additional information for verifying the improvement is being constructed in accordance with the approved plan.
5. Approval of this form is valid 60 days from date of approval, unless an extension is requested and approved in writing. Failure to complete the improvement within the time specified on the request form shall result in withdrawal of approval unless an extension is requested and approved in writing.
6. The owner is solely responsible for the maintenance and repair of this addition. If the owners fail to properly maintain the addition the Association has the right to maintain or remove the addition at the owner's expense.
7. Any approval will apply for the specified plan and location only.
8. For your own protection, as well as the association, we strongly recommend that you obtain a certificate of insurance and contractor's license number from your contractor.
9. You must also comply with all other State and Local laws, rules & regulations and permitting documents as required by the local municipality.
10. You agree not to alter existing drainage patterns on the lot without express approval of the Board.
11. Any approval is not a guarantee of structural safety or engineering soundness.
12. Upon completion of the improvement, you agree to immediately notify the board/architectural control committee/landscape committee and authorize it to enter onto property to inspect the improvement.
13. Wildfeather Architecture and Building Requirement were reviewed at  
<https://www.wildfeatherhoa.com/ws/media-library/e94b91ee10034fc7881ea40a524f7c78/architecture-and-building-requirements.pdf>

**Signature:** \_\_\_\_\_

**The Architectural Committee has reviewed the plans submitted.**

Please note:

- ☐ Approval has been granted for the use and location only.
- ☐ The following additional condition(s) shall also apply: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- ☐ Your plans cannot be approved at this time for the following reason(s): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- ☐ Please work with your contractor and resubmit the plans with the revisions as indicated:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Approved Signature: \_\_\_\_\_ Date:\_\_\_\_\_

This application was approved by the ARC Committee and/or Board of Directors on (date)

\_\_\_\_\_

Step	Process	Date
1	Received	
2	Routed	
3	Dispositioned	
4	Replied	