

## ROUGH HOLLOW APPLICATION FOR MINOR MODIFICATION

Date: \_\_\_\_\_ Lot No. \_\_\_\_\_ Phase \_\_\_\_\_

☐ Check list attached Address: \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Builder \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### FEES AND DEPOSITS:

|            | <u>Amount</u> | <u>Payable To</u> | <u>Attached</u>          |
|------------|---------------|-------------------|--------------------------|
| Deposit    | \$ 1000.00    | Rough Hollow HOA  | <input type="checkbox"/> |
| Review Fee | \$ 100.00     | Rough Hollow HOA  | <input type="checkbox"/> |

All Fees and Deposits must be received in order for this Application to be considered complete.

### NOTICE TO OWNER:

This application will be considered complete only if all the documents and submittals as set forth in the Design Guidelines, this Application and the Checklist are included. Two sets of all documents are required. Building Permits must be obtained from the local Governing Authority and copies filed with the Reviewer prior to commencement of construction. A Project Completion Review must be requested at least ten days prior to the Final Inspection.

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

### FOR REVIEWER USE ONLY:

Submittal date: \_\_\_\_\_ Meeting date: \_\_\_\_\_

Notice date: \_\_\_\_\_ Checklist: \_\_\_\_\_

### NOTICE TO OWNER:

Following review of your Minor Modification Submittal, the Reviewer:

- ☐ Approves your Minor Modification Submittal  
☐ Approves your Minor Modification Submittal, with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Disapproves your Minor Modification Submittal for the following reasons and requires a revised submittal:

\_\_\_\_\_  
\_\_\_\_\_

PROCESS CHECKLIST:

ACKNOWLEDGMENTS

\_\_\_\_\_ I acknowledge receipt of the Architectural Design Guidelines and have read and agree to abide with them in regards to modifications/addition as proposed.

\_\_\_\_\_ I acknowledge that any adverse effects to drainage are my responsibility. The Architectural Committee is not responsible for reviewing drainage issues. Large scope projects are susceptible to drainage blocks, and/or diversion, which can impact my property and possibly those of adjacent property owners. I also acknowledge these precautions and agree not to allow my project to create storm water exit changes, which could result in negative conditions. Any negative impact will be my responsibility to correct.

\_\_\_\_\_ I acknowledge that if my project inadvertently causes drainage concerns, I will correct those problems at my own cost.

\_\_\_\_\_ I acknowledge if any utility or irrigation lines are damaged due to the improvement I/we make, all the repair cost will be my responsibility.

\_\_\_\_\_ I understand that a deposit and review fee may be applicable BEFORE my application is reviewed.

\_\_\_\_\_ I understand that any contractors that I employ are not permitted to place signs in on my property advertising the business (example: pool is being built by....)

\_\_\_\_\_ I understand that greenbelt access and adjacent lot access is not granted for construction (ingress, egress or storage included).

\_\_\_\_\_ I hereby agree not to begin any improvements or changes until after the Architectural Committee or Reviewer notifies me of their approval.

\_\_\_\_\_ I understand that I must call to schedule an inspection no more than 7 days after the completion date of my project. (I am responsible, for calling this in, not my contractor.)

\_\_\_\_\_ I understand that if I do not call in an inspection, I may be subject to forfeiture of my deposit and fines being levied against my HOA account.

SPECIAL NOTE-CITY APPROVALS: Many changes require city, and/or county review and permits. It is the homeowner's responsibility to obtain all authority's approvals and permits. Proper authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. City or County approval does not preclude the need for architectural approval and vice versa.

I hereby acknowledge that I have read the Architectural Process and Procedures and understand the information that has been provided to me regarding the process.

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Signature of Property Owner Submitting (Name and Date)