

**VLFHA Homeowners' Association**  
**Design and Improvement Request Form**

c/o VLFHA ARC  
P.O. Box 82  
Auburn, NH 03032

**FOR OFFICE USE ONLY**

Date Received MS \_\_\_\_\_  
Crucial Date \_\_\_\_\_  
Date Sent To Committee \_\_\_\_\_  
Date Rcvd From Committee \_\_\_\_\_  
CM \_\_\_\_\_  
Request# \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

***Staff may contact you after the proposed completion date to schedule an inspection***

I am requesting authorization from the Architectural Review Committee (ARC) to build or install the following type(s) of improvement or design change to the outside of my home:

- |                                         |                                        |                                              |                                            |
|-----------------------------------------|----------------------------------------|----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Landscaping    | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Patio, Deck         | <input type="checkbox"/> Patio Roof, Arbor |
| <input type="checkbox"/> Painting       | <input type="checkbox"/> Shed          | <input type="checkbox"/> Concrete            | <input type="checkbox"/> _____             |
| <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Fencing       | <input type="checkbox"/> Addition, Expansion | <input type="checkbox"/> _____             |

Proposed Commencement Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Brief narrative of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and will comply with the following **(check each to acknowledge agreement)**:

- ☐ Responsible for reading and abiding by the Site Restrictions & Guidelines.
- ☐ Will communicate with the ARC through the Chair Committee Valerie April or other designated ARC member.
- ☐ Approval by the ARC does not constitute approvals by the town or the county.
- ☐ Responsible for getting any permits required by the town and the ARC may request them.
- ☐ Any changes to the proposed commencement and/or the completion date will be communicated.
- ☐ A final inspection by VLFHA HOA Staff may be required before the project is considered complete.
- ☐ In order to expedite my approvals, I will provide any materials to show that the concerns by the guidelines have been addressed. More materials can and may be requested by the ARC.
- ☐ Required and/or suggested materials and documentation are listed on the back of this form.
- ☐ I will not cross or damage any other property. I accept responsibility for my contractors that damage any abutting property to mine including any common areas.

Homeowner Signature: \_\_\_\_\_

**Architectural Review Committee Action:**

☐ Approved                      ☐ Approved Subject To (see below):                      ☐ Denied Because (see below):

ARC Signature: \_\_\_\_\_

Final Inspection Completed: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Recommended and Suggested Materials / Documentation

Any recommended and suggested materials / documentation to provide to the Architectural Review Committee are listed below. In order for your request to be reviewed, required materials and documentation must be submitted to the HOA via email or hardcopy.

Landscaping Submittals for new  
or complete replacement

Required:

Completed Design and Improvement Request Form

Detailed landscape plan on a minimum 11x17 size paper (hand-drawn plans may be returned)

- ☐ Include accurate measurements of the lot and square footage
- ☐ Include accurate measurements of the home
- ☐ Include sod materials
- ☐ Include plant materials at mature size
- ☐ Include all landscaping elements
- ☐ Include mulch material and color
- ☐ Include the type of any edging
- ☐ Indicate grading changes

Suggested:

- ☐ Mark any type of irrigation
- ☐ Plans should be made by a qualified landscape professional in order to expedite approvals

Painting Submittals:

Required:

- ☐ Professional paint store paint sample cards with locations (siding, trim, etc.) marked
- ☐ Current photo of the house and the two houses on either side of the house being painted

Other Submittals:

Required:

- ☐ Official plot plan of the property (may be obtained from the town)
- ☐ Indicate location(s) of the addition(s) on the plot (show size)
- ☐ Indicate height, width, and depth of the addition
- ☐ Indicate colors of the addition using paint samples or with a picture of the addition
- ☐ Indicate the type of wood material to be used
- ☐ Construction additions (decks, pergolas, walls, etc.) must include plans
- ☐ Any construction interfering with original drainage must show how drainage will be directed

Retaining Wall Submittals:

Required:

- ☐ Must include type of materials, location, and drawings of plans.