



# Architectural Review Committee Approval Form

Millcreek Meadows Homeowners Association

P.O. Box 860925 | Shawnee, KS 66286-0925 | bylaws@mcmhoa.org

## Instructions

The By-Laws for the Millcreek Meadows Homeowners Association specify that certain improvements must be approved in writing by the Architectural Committee before construction begins. Please complete and submit this form with any necessary planning diagrams and other required documents for your proposed improvement. If you have more than one project, submit a separate form for each project.

**Important! No Work Shall Commence Before Obtaining Architectural Committee Signatures!**

### How To Submit This Form:

- Fill out this form in Adobe Reader<sup>1</sup> or Adobe Acrobat and email it to bylaws@mcmhoa.org along with any necessary plans and documents.
- Or, fill out and print this form in Adobe Reader or Adobe Acrobat and mail it to the Millcreek Meadows Homeowners Association at the address above. Please include any necessary plans and documents.

1. Requires Adobe Reader 6.0 or greater or Adobe Acrobat 5.0 or greater. Adobe Reader is free and can be downloaded at www.adobe.com.

Today's Date (MM/DD/YYYY): \_\_\_\_\_ Forecast Start Date after approval (MM/DD/YYYY): \_\_\_\_\_ Forecast Completion Date (MM/DD/YYYY): \_\_\_\_\_

Homeowner's Name \_\_\_\_\_ Homeowner's Signature \_\_\_\_\_

Address of Property \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Project Being Submitted: *(Please check appropriate boxes)*

**Note:** The projects identified with an asterisk require a planning diagram. (See Planning Diagram Details section below)

- |                  |                           |               |                 |                    |
|------------------|---------------------------|---------------|-----------------|--------------------|
| Deck*            | Gazebo*                   | Patios*       | Room Additions* | Wall(s)*           |
| Door Replacement | Landscaping* <sup>2</sup> | Play sets*    | Spa & Equip*    | Window Replacement |
| Fence(s)*        | Painting <sup>3</sup>     | Pool & Equip* | Tree House*     |                    |

Other *(Please Specify)*: \_\_\_\_\_

2. It is only necessary to submit this form for any landscaping project that might impact the neighboring properties

3. Please fill out the painting section below.

## Painting

Describe the colors you will use *(Please include manufacturer and color code number)*: \_\_\_\_\_

## Planning Diagram Details *(Please include the following details in the diagram)*

- Type of materials to be used.
- Type of wood surfaces.
- Color scheme *(Describe the colors you will use in as much detail as possible)*.

## Other Required Documents *(Please include the following documents when you submit this form)*

- Copy of Johnson County building permits *(if applicable)*.
- Impacted Neighbor Statement *(if applicable)*.

**Note:** Owner may also need to acquire approval from the County of Johnson for permission to encroach within County easement.

## Do Not Write Below This Line *(Architectural Committee Use Only)*

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The Architectural Committee has determined that the above approval sought is:

Approved      Disapproved as submitted

Proposed improvements will meet the Architectural Committee Guidelines if the following changes to the proposed construction, alteration or additions are made: \_\_\_\_\_

## Architectural Committee Approval

Architecture Committee Member Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Architecture Committee Member Signature \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_