**Westbury Place Homeowners Association Architectural Request Form**

**Please complete and forward this request form to the address below.**

1507 Lear Industrial Pkwy. Suite #1, Avon, OH 44011 or email info@lawrencemanagement.com

**Owner’s Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly, describe the proposed exterior modification and its location:

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

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**Description of materials**

Type (i.e. wood):

Color:

Manufacturer:

Other:

**Dimensions**

Height:

Width:

Length:

Please describe the ground preparation and support structures (i.e. anchored in concrete).

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Will the grading of your property be impacted by your addition or modification? **Yes / No**

Will your utility meters be accessible upon completion of your addition or modification? **Yes / No**

Will there be any modifications in the basic utility services and/or existing structure to accommodate the proposed modification? If so, please indicate below by placing a check mark next to the associated item.

Electric Gas

Water/Sewer Telephone

Cable TV Roof

Siding Patio (concrete)

Sidewalk Patio Fence

If you placed a check mark in any of the boxes above, please explain in detail below:

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

Is there anything else that the design review committee should take into consideration?

**Please attach a sketch of the modification including all measurements and a set of drawings showing the lot, placement of the home on the lot, and the location of**

**the improvement in relation to both.**

**Note**: Feel free to create a copy of your property Topo map that you received at closing to use as a starting point.

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Signature Date

**The Design Review Committee will notify you of the decision within 30 days of receipt**