

Trailhead Village HOA – Design Review Request Form

Last Updated: 7-14-2014

The following form must be submitted to the Design Review Committee for all exterior property modifications. If your project is landscaping related or includes landscaping please also submit a landscape review form for approval. Before submitting this request please review the checklist below and make sure you have all of the listed items:

- Completed Design Review Request Form
- Any drawings, sketches, samples, or other materials that describe the project.

Homeowner Information

Requestor Name

House Number	Street Name
	<input type="checkbox"/> Side Saddle Lane - <input type="checkbox"/> Trailhead Lane

Project Information

This project will be completed by: Homeowners Outside Contractor

If outside contractor please fill out the following:

Contractor Name	Contractor Phone Number

Please check off any of the following that apply to your project. Then in the description box below include a detailed description of the project. Include details such as those listed next to each topic. The more information you provide the faster a project can be reviewed! If you have any questions or concerns please contact the committee head or a member of the board.

- Windows (Addition/Remove, Size, Placement, Grids/Mullions)
- Structural Additions (Size, Location, Materials)
- Deck (Size, Location, Materials, Lighting, Colors: Deck Planks, Rails, Spindles/Balusters, Caps.)
- Patio (Size, Location, Material, Patterns, Colors)
- Shutters (Style, Color, Material, Locations)
- Retaining Wall (Materials, Colors, Size and Location)
- Other (Doors, Exterior Paint [Must be Historical Color Palette], Exterior Trim [White Only], Etc...)

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Project Description:

I have included the following documents:

The HOA is not responsible for making sure your project complies with building code. Please consult the city building department in regards to any code concerns.

- Berea Building Department : (440) 826-5812
- Email: buildingdept@cityofberea.org
- Website: <http://cityofberea.org/en-US/Permits.aspx>

Permits are required by the city for all structural projects. Permits are to be acquired at the homeowner's expense and shall not be applied for prior to approval of the project by the HOA. **The city will hold up a project that does not have HOA approval!**

It is the homeowner's responsibility and liability to make sure outside contractors are properly insured and abide by neighborhood rules.

Project approval process takes an estimated 3-4 weeks. All construction projects must be completed within 90 days of approval. If more time is required homeowners must inquire with the board Please plan accordingly.

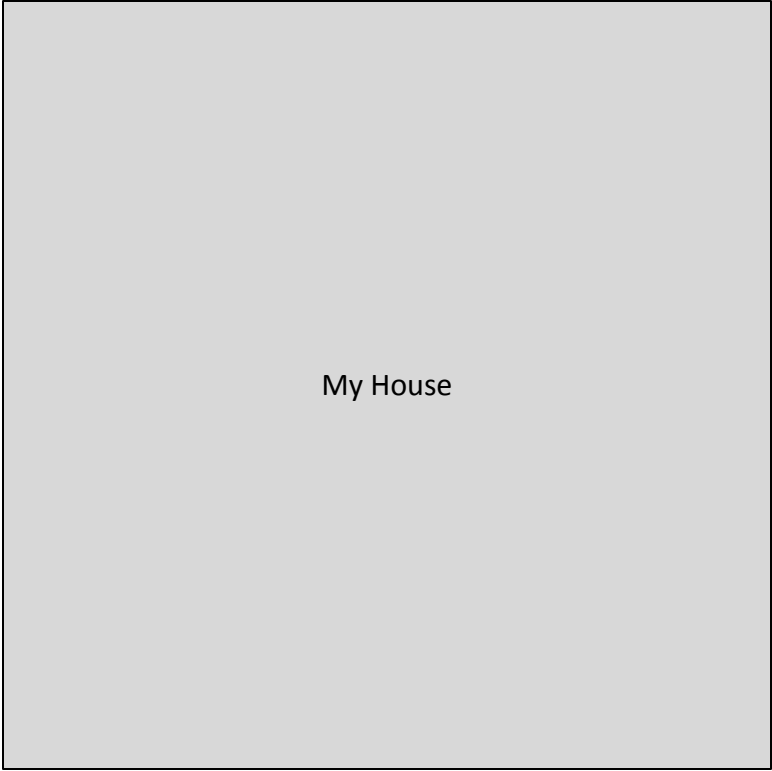
I the homeowner (stated in this document) have read the rules and regulations prior to submitting this form and have described my project to the best of my ability.

Signature	Print Name	Date

Return to the Design Review Committee, consult the website for the current head of that committee.
At the completion of the project homeowners must contact the committee chair to notify them the project is complete!

Design/Landscape Request – Site Diagram

Please use this diagram to show the committee/board the scope of your project. Dimensions are not needed. Rough locations are acceptable.



Street