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**PROPERTY**

**IMPROVEMENT**

**APPLICATION**

**The Ivan Downs Home Owners Association**

**Architectural Review Board**

**Application for Home Improvement**

Neighborhood \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot No.\_\_\_\_\_\_\_\_\_\_

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

Property Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner’s Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone # Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Improvement Project** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Construction Schedule: Begin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following items must be submitted with this application:**

1. Site Plan showing existing house as well as proposed improvements.

2. Floor plan(s) if applicable.

3. Building Elevations if applicable, showing existing house for addition. Indicate finish materials (for swimming pools, a copy of brochure illustrating design, colors and materials to be used will be sufficient).

4. For fence applications, include perimeter drawing of fence with heights and materials indicated.

5. Color photograph showing the location of the improvement on the property.

ARCHITECTURAL PLAN REVIEW IS FOR COMPLIANCE WITH IVAN DOWNS COVENANTS

AND DESIGN GUIDELINES ONLY. APPROVAL DOES NOT RELIEVE THE APPLICANT OF

RESPONSIBILITY FOR OBTAINING ALL OTHER NECESSARY PERMITS, COMPLIANCE

WITH APPLICABLE ZONING AND BUILDING CODES AND INSURANCE REQUIREMETNS.

***OFFICE USE***

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Approved As Submitted ( ) Not Approved ( ) Conditional Approval ( ) Preliminary Review

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

(For the Architectural Review Board)

**DESIGN REVIEW POLICY**

**ARB REVIEW PROCESS**

*Review Meetings:*

The Ivan Downs Architectural Review Board meets upon notice of request of submittals for building/improvement applications. Completed applications and all supporting drawings and information must be submitted to the ARB prior to review your project. Completed applications should include the appropriate application form(s) and all supporting drawings and information. Application forms are available at the Ivan Downs website at [www.ivandowns.com](http://www.ivandowns.com/). Applicants are not required to attend ARB meetings. However, if you would like to attend the ARB meeting at which your proposal is reviewed, you must notify ARB so we can put you on the agenda.

*Responsibilities Of Property Owners:*

Each property owner is responsible for his or her property’s compliance with the Ivan Downs HOA guidelines. Proposed improvements may affect that compliance; therefore, the

Covenants require that property owners receive approval from the Association before they make

any improvements or changes, regardless of who does the work – the owner, a tenant, or a

contractor.

**SUBMITTALS TO THE ARCHITECTURAL REVIEW BOARD**

*Purpose Of Submittal:*

Submittal of plans is required in order for Ivan Downs ARB (or ARB) to see and visually understand the exact nature and extent of proposed work. Design review is intended to regulate size, location, appearance, and materials of proposed improvements. Submittal requirements may exceed the level of information that a builder or manufacturer may provide the applicant. The applicant should advise the builder or manufacturer of ARB requirements, so that they may provide the necessary information in a timely manner.

Your plans should be submitted in advance. Submitting plans is not a guarantee of approval. The

ARB may, at is discretion, require modifications and/or additional information. Property owners

should plan ahead and submit plans several weeks before construction is scheduled to begin.

*Approval/Disapproval:*

Approval or disapproval of the plans by the ARB shall be made and the determination available within (10) business days after receipt of the completed plans and necessary supporting documents.

*Completeness And Accuracy Are Required:*

Submittals prepared for consideration by the ARB must be complete and accurate. Submittals for design review must include drawings prepared as described in the Ivan Downs Design Guidelines. Site plans shall be drawn to scale (min. 1” = 20’). Drawings of structures, houses, or other improvements shall be drawn to scale (min. ¼” = 1’). Color chips must accompany color applications (if applicable). For pre-finished items such as sheds and pools, a brochure may be sufficient for illustrated drawings. The brochure should accurately depict the finished product and all dimensions, and building materials should be noted. In some cases, manufacturers’ literature and samples may be required for changes in exterior materials or products.

*Completeness And Accuracy Are Required:*

All requested information on application forms must be furnished. The ARB may, at is discretion, reject applications that are incomplete or inaccurate.

*Submittal Are Not Returned:*

All submittals are kept on file for a record of approved designs. Drawings/plans become the property of the Ivan Downs Homeowner’s Association ARB and are not returned. Therefore, submitted drawings should be copies of originals, not the originals themselves.

*Construction Changes:*

Any changes to plans should be submitted for review and approval by the ARB. Construction

and improvements must be completed in accordance with the application and the plans as

approved. All completed projects are inspected for compliance with the terms of approval.

*Appeals:*

If your application is denied on the basis of the Covenants or Guidelines and the applicant feels that the submittal was misinterpreted or that an exception should be made, then applicants should

contact Ivan Downs ARB to discuss this.

*Approval Expiration:*

Construction of home improvement projects such as additions, sheds, fences, and other site improvements should be completed within 4 months from the date of approval. Painting and siding projects should be completed within 90 days from the date of approval. If the project takes longer than anticipated or does not begin as scheduled, you should contact the Ivan Downs ARB to arrange for a time extension. Projects may not continue indefinitely.

*Note: Swimming pools shall be secured by an approved security fence BEFORE water is added.*

**ARCHITECTURAL REVIEW BOARD (ARB)**

*Background:*

Ivan Downs Neighborhood Association’s Architectural Review Board (ARB) is a standing committee of volunteer neighbors with expertise in our restrictions and procedures, who meet with and advise anyone seeking to remodel or build. The ARB also makes recommendations regarding any action on demolition, remodeling, and building issues.

*Purpose:*

The ARB was established to implement the design standards of the community. It is the job of the ARB to interpret the goals of the community and the guidelines in relation to each application. The ARB reserves the right to require modifications to plans in order to achieve the goals of the community.

Inquiries please contact the ARB via email at [ivandownshoa@gmail.com](mailto:ivandownshoa@gmail.com).