

## CHIMNEY HILLS NORTH NEIGHBORHOOD ASSOCIATION (CHNNA)

### Application for Exterior Landscape Change.

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. The Application for Exterior Design Change and all supporting plans and documentation must be submitted in duplicate. One copy will be returned to the homeowner when the Architectural Review Committee has finished with it.
2. All sections of the application must be completed and all supporting plans and documentation must accompany it before it will be accepted by the Architectural Review Committee.
3. Your closest neighbors must be notified of your project. You must have at least two of your neighbors sign the application in the Neighbor Notification Section of the application. Their signatures show that you have talked with them about your project, but in no way indicate their approval or disapproval of it.
4. Renters must also secure the signature of the property owner before their application is considered.
5. Applications should be submitted to one of the Architectural Review Committee members as early as possible because it could take up to thirty (30) days for the committee to complete their work. Work can not be started until the application has been approved.
6. It is the resident/owner's responsibility to ensure that designs submitted to the Architectural Review Committee for consideration meet all State, County, and local laws and ordinances.
7. It is the resident/owner's responsibility to secure all necessary building permits and to schedule all required inspections. If you are in doubt about what permits or inspections are required for your project, contact the City of Austin.

CHIMNEY HILLS NORTH NEIGHBORHOOD ASSOCIATION (CHNNA)

Application for Exterior Landscape Change.

Date Received: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot#: \_\_\_\_\_

Resident's Phone No.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone No.: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

The Owner of this property requests design approval and grants permission to the **CHIMNEY HILLS NORTH NEIGHBORHOOD** Homeowners Association to enter on the property so as to consider the request and to inspect the construction and completion of said request.

It is understood that any building permits or inspections that may be required, or conformance to any applicable building codes, are the sole responsibility of the Owner to secure.

**SIGNATURES:**

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**DESCRIPTION OF PROPOSED CHANGE:** Please indicate all facts pertinent to your exterior design change as specified in the **ARCHITECTURAL STANDARDS** herein. Use additional paper if more room is needed. Also attach all supporting plans and documentation.

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**CHIMNEY HILLS NORTH NEIGHBORHOOD ASSOCIATION (CHNNA)**

Application for Exterior Landscape Change.

**NEIGHBOR NOTIFIED:**

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

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

**CONSTRUCTION DATES:** (estimated)

Begin Date: \_\_\_\_\_ Final Completion Date: \_\_\_\_\_

**OTHER PERTINENT DESIGN INFORMATION:**