**NH HOMEOWNERS ASSOCIATION**

APPLICATION FOR BOARD APPROVAL

SITE ALTERATION, IMPROVEMENT, PLACEMENT REQUEST FORM

This completed form must be signed and submitted along with supporting documents

to the NH HOA President at [NHHOAPRESIDENT@gmail.com](mailto:NHHOAPRESIDENT@gmail.com) in order to be processed. Please review all CCR’s prior to submitting this form to verify compliance of your project. Allow 2 weeks following the receipt of all documents for board review and action upon this request.

**It is the responsibility of the homeowner to determine and conform to all state and local building and zoning codes.** Sewer and utility easements may not be encroached upon without prior written approval by MSD or the respective utility. It is the homeowner’s responsibility to locate all property lines and underground utilities prior to construction. If project causes damage to or alteration of drainage plans, utilities, easements or adjacent property, the homeowner is responsible for all costs associated with the restoration to the original condition.

**NO property changes that require HOA approval should be started until written approval has been received from the HOA in response to this submission. Moving forward with projects or making changes to a project without prior written approval may result in expensive changes to bring the project into compliance and/or fines for non-compliance.**

Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK LIST:**

1. \_\_\_\_\_\_ Survey or Plat of Lot with all improvements, easements, setbacks/yard

requirements & build lines

1. \_\_\_\_\_\_ Plans drawn to scale (all elevations)
2. \_\_\_\_\_\_ Spec Sheets or Materials List
3. \_\_\_\_\_\_ Landscape Plan
4. \_\_\_\_\_\_ Photos (if requested)
5. \_\_\_\_\_\_ Signed Application
6. \_\_\_\_\_\_ Description of all aspects of Project
7. \_\_\_\_\_\_ A copy of all Louisville Metro Permits issued and MSD Approval if elevation

changes are made to Lot

1. \_\_\_\_\_\_ Signed Letter of Agreement between Contractor & HOA

**You, the homeowner, grant the Board of Directors of NH and its agents permission to enter the property, if necessary, to inspect the site and/or work.**

**Hold Harmless:**  Neither the Board of Directors of Notting Hill nor any member thereof or of the Association shall be liable for any damage, loss or prejudice suffered or claimed on account of (A) the approval or disapproval of any plans, drawings or specifications, whether or not defective, (B) the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications, (C) development of any property within Notting Hill, or (D) the submittal of the application, whether or not the facts therein are correct; provided, however, that with respect to liability of a member, such member has acted in good faith on the basis of such information as may be possessed by him/her. The Board of Directors, or any member thereof, may but is not required to, consult with, or hear the views of the Association or any member with respect to any plans, drawings, specifications, or any other proposal submitted.

**Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

*Below Line for HOA Board Use Only*

**This request has been:** Approved by HOA Board

Rejected by HOA Board

Rational:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of Two HOA Board Members:

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

Name Title Name Title

**Approval applications are valid for sixty (60) days. If work is delayed sixty (60) days or longer, or**

**if the plan is altered in any way, another application must be submitted for approval.**