

INSTRUCTIONS

1. Submit a separate Architectural Review Modification Form for each modification request.
2. Include drawings, sketches, product brochure, color samples, or pictures, as applicable.
3. For major modifications provide the following additional information:
 - a. A site plan, to scale that shows the exact location of modification being requested in relation to the property lines. Site plan should also include any existing fences, decks, walkways, driveways, exterior elevations, floor plan, and detail of materials.
 - b. A registered survey plot clearly showing property lines, existing improvements, and proposed modification(s).
4. Submit the completed form and additional information by one of the following delivery methods:
 - a. Email the completed form and additional information to architecturalreview@sweetbriarhoa.org
 - b. Mail to Sweetbriar Homeowners Association, P.O. Box 802 Quakertown, PA 18951

IMPORTANT: We have 7 days from the date of receipt of the modification request and all requested or required information to complete its review. Delays in submitting requested or required information will delay the review process.

For your protection, ARC recommends you inquire with the applicable city, county, and/or any other government agency regarding required permits before starting any work on your property.

Sweetbriar Homeowners Association Architectural Modification Request Form

HOMEOWNER NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ANTICIPATED PROJECT START DATE: _____

By submitting this Architectural Modification Request, the homeowner acknowledges: (1) I/we have read the Sweetbriar Homeowner's Association, Inc.'s covenants and by-laws as it relates to this modification request and will ensure that this exterior modification is fully compliant with these and any other relevant Association standards, (2) understands that compliance with the Association's standards and the approval of this modification request does not constitute compliance with any city, county, and/or any other applicable government agency codes or regulations or that the structure complies with sound building practices or design and (3) understands that SHA Board has 7 days to complete its review of this request once all requested or required documents have been received.

HOMEOWNER SIGNATURE: _____ DATE: _____

Note, Comments or Brief Description

Please attach all necessary supporting documentation.

Approved Denied, reason: _____

BOARD SIGNATURE: _____ DATE: _____