

# TIDEWATER ARCHITECTURAL REVIEW COMMITTEE

## APPLICATION FOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check your Tidewater Governing Documents for specifics and note that any alterations/modifications must be approved by your Association. This review and approval process applies to all exterior modifications, alterations, or enhancements to the existing home or property.

We cannot approve any application submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form in PDF or other electronic format by email to [tidewaterhoa@gmail.com](mailto:tidewaterhoa@gmail.com) or mail to Tidewater HOA, PO Box 340, New Albany, OH 43054

NAME \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PLAT# \_\_\_\_\_

### TYPE OF ALTERATION/MODIFICATION (S) REQUESTED:

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

Estimated completion date for project(s): \_\_\_\_\_

Date Request Received \_\_\_\_\_

Date Request Approved / Denied: \_\_\_\_\_

Alteration/Modification [has] [has not] been approved [as submitted] [subject to conditions noted below].

Note(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Association Director, Agent, or Committee Officer**

Title: \_\_\_\_\_ Date \_\_\_\_\_

**Be sure to read the governing documents for Tidewater and complete the attached checklist before you submit your application for approval.** Any application that deviates from the approved plans will be inspected by the Association for compliance. **Please allow at least 30 days for reviews to be completed.**

Upon approval, an official notice will be sent to you for your records and a copy will be kept in our files. If your plan is not approved, you will be notified in writing and what conditions, if any, must be met to obtain approval. After you have received your approval from the Association, contact the appropriate New Albany agency receive any permitting required. New Albany may require an approval letter from the Association and a site plan depicting your improvement on your lot/home.

**Coordinating with Neighbors** - Before submitting your information, the Architectural Review Board requests that you carefully consider any potential impacts that your improvements will have on your neighbors.

**Compliance & Violations** - Failing to make a submission for approval or starting any project prior to obtaining approval could result in fines and fees along with the requirement to submit the required documents.

- A \$500 compliance violation fee may be assessed to any structural improvement that increases the footprint of the dwelling, including, but not limited to, home additions, patios, and outdoor kitchens without prior approval.
- A \$500 compliance violation fee may also be assessed for roof, siding, window or other structural replacements without prior approval.
- A \$50 compliance violation fee may be assessed to any other type of improvement without prior approval.

## ARCHITECTURAL REVIEW CHECKLIST

The Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction or installation shall commence without prior written approval from the Association and all required government approval. This review process applies to all exterior modifications, alterations, or enhancements to the existing home or property.

**The following is a schedule of information required at each review. Only complete submittals will be considered.**

- Completed copy of the Alteration/Modification Application.
- Site Plan. Submit in PDF or other electronic format showing complete building and site plans with specifications for the building and other permitted structures. The plan should be to scale, showing the entire lot with all easements and setbacks, existing structures, and clearly defined new structures (be sure to include driveways and patios).
- Elevations. If structural changes are planned, include floor plans to scale showing new structure and pertinent information with relationship to any existing structures. Elevation should be to scale, showing all sides with relationship to existing structures, including clear notation of all materials and colors.
- Clearly marked site survey showing the location of the proposed improvement.
- Photos: of Actual Site and House from multiple angles.

**Architectural Changes shall include (additions or structural changes):**

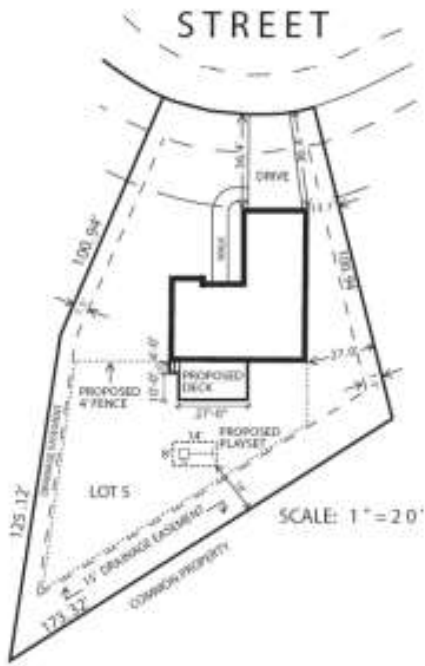
- Floor plans for all floors subject to modification or alteration
- All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- Selection of all exterior materials and finishes. e.g., shingles, fencing, siding, pavers, or other hard structure surface), paint colors (if applicable), and plants.

**Landscaping Design Changes shall include:**

- Submit PDF or other electronic format showing landscape drawings and specifications.
- Landscape Plan should show, as appropriate:
  1. Existing and proposed trees.
  2. Proposed tree/vegetation removal.
  3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
  4. Pool/screen enclosures.
  5. Pool, air conditioning, and irrigations equipment and method of screening.
  6. Utility meters, air conditioning condensers and method of screening.
  7. Low voltage landscape lighting with fixtures and transformer types and locations.
  8. Location and construction methods, materials, and colors for all paved areas and decks which are not indicated on Site Plan.
  9. Playground equipment and method of screening from street view.
  10. Plant materials list.
  11. No build zones and/or Wetland Preservation Zone restrictions marked if applicable.

New Albany Approvals and/or Permits obtained by Requestor: Date: \_\_\_\_\_

OFFICIAL LOT SURVEY EXAMPLE FOR OWNERS LIVING IN A HOA ONLY



DRAWINGS EXAMPLE

