

Lofton Woods Association - Architectural Control Form

Submit this form **before making changes** to any property that is bound by the Lofton Woods Covenants. These architectural changes may include, but are not limited to: room additions, decks, sunrooms, porches, fences, driveway and sidewalk expansions, pools, storage sheds, etc.

Before completing this form, **please read the Lofton Woods Covenants and Covenants Amendments** to make sure that your project is not in violation of these covenants. Section 5 covers architectural control, and section 6, covers general construction. Any project that is in violation of the covenants will automatically be rejected. A copy of these documents can be found on the Lofton Woods web site at LoftonWoods.com.

Please submit this completed form **at least 30 days before** you plan to start construction. Submission of this form does not relieve you of your responsibility to obtain any permits that may be required from the city. Obtaining permits from the city does not relieve you of your responsibility to submit this form, nor does it ensure that approval will be granted by the Architectural Control Committee. Approval of a project does not constitute a waiver of the right of the Lofton Woods Board, or any member homeowner, to enforce the covenants in the future as provided in Section 7.1.

Process:

You will be notified as to the official date that this form is received. The submitted information will be reviewed by the committee, and a recommendation will be given to the Lofton Woods Board. The Lofton Woods Board will return a written decision to you within 15 days. If an approved project is not begun within one year, you must re-apply. Projects should be completed within a reasonable amount of time.

This form:

Please write or attach the vital information about your planned project. This information may include floor plans, drawing of lot, measurements of changes, distance from property lines, photos, material listings, etc. If the committee does not feel that adequate information was presented for them to render a decision, they will request more information. If the Architectural Control Committee requires additional information, sketches, quotes, etc. from the homeowner in order to evaluate the request, the 15-day approval period resets to zero and restarts when the requested information is provided.

How to submit:

All projects must be submitted in writing. Print this form, fill it out, attach any additional documents as described above, and mail to: Lofton Woods Community Association, PO Box 15445, Fort Wayne, IN 46885; or email your documents to LoftonWoods.hoa@gmail.com.

Name: _____ Address: _____

Phone: _____ E-mail address: _____

Description of planned project: _____
