

Briarwood Home Owners Association

Architectural Control and Covenant Enforcement Committee

APPLICATION - TO CHANGE EXISTING PROPERTY

When to use this form: You must send a written application and obtain written permission from the Association **PRIOR** to making any external changes to or on your property. Such changes include, **but are not limited to**, fences, decks, patios, additions, sheds, color changes and new driveways or sidewalks. No permission is required for simple repairs of existing structures; however, you do need to file this form if you plan any enlargement or change to the appearance of an existing structure, or the addition of a new structure.

Why is permission required? The restrictive covenants attached to your deed require you to obtain prior written approval for all exterior changes to your property. You became legally bound by these deed restrictions upon the purchase of your home. These restrictive covenants serve to protect property values and neighborhood aesthetics and promote harmony between neighbors. As a convenience, BHOA will accept emailed forms only if you initial below agreeing that receipt is deemed to be the date of BHOA's written acknowledgement of receipt of your email. It is your responsibility to confirm receipt of your application form.

Initials: _____

NAME: _____ **DATE:** _____

ADDRESS: _____ **LOT #:** _____

PHONE: **DAY:** _____ **EVENING:** _____

YOUR E-MAIL ADDRESS: _____

DESCRIPTION OF CHANGE: _____

REASON FOR CHANGE: _____

WILL THE CHANGE BE VISIBLE TO YOUR NEIGHBORS? YES _____ NO _____

IF SO, HAVE YOU DISCUSSED THE CHANGE WITH THEM? YES _____ NO _____

If you have not discussed the change with your neighbors, we would request that you do so before we consider your application.

Neighbor Name	Address	Response

BHOA ACCE APPLICATION - TO CHANGE EXISTING PROPERTY continued

PLEASE ALSO PROVIDE THE FOLLOWING INFORMATION:

1. Attach plans, drawings, or photographs of your home and/or lot, with the site of the proposed change clearly indicated. Show by diagram and measurement the position of the change in relation to your home and property lines. Specify here the items that you have attached.

2. Indicate the dimensions of the proposed change, including length, width and height.

3. Describe the materials to be used. Specify finish color

4. Provide contractor name(s) and phone number(s).

Name	Phone Number

5. Who will obtain the necessary permits?

6. Do you intend to plant any trees, shrubs or other landscaping near the change or along the property lines? If so, please describe and indicate the location on your drawing or site plan.

7. Do you intend to remove or trim any trees, shrubs or other landscaping near the change or along the property lines? If so, please describe and indicate the location on your drawing or site plan.

**PLEASE MAIL THIS FORM WITH ALL
ATTACHMENTS TO: Briarwood Home Owners
Association
Architectural Control and Covenant Enforcement
Committee P.O. Box 226
Okemos, MI 48805
or E-mail to: acce@briarwoodhoa.org**
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