

## ASC CHECKLIST

- Complete the attached ASC packet in its entirety.
- A copy of your Plot Plan/Survey (provided at the closing of your home or obtained from your local Recorders Office) with the proposed change(s) clearly marked on the plot plan. Include the dimensions of the improvement(s) to your lot (fence, deck, patio, etc.).
- Include a Picture and/or Brochure of the item or materials used to make the item.
- For Fencing Improvements, include the bid from the professional installer who will be installing the fence.

***\*\*Please be sure to include this checklist and all necessary documents with application, as incomplete applications will not be processed\*\****

***\*\*It is the goal of the Architectural Standards Committee to approve all applications within 30 days of receiving a completed application\*\****

**Applications can be submitted the following ways:**

**Mail: Main Street Management, LLC  
5665 N. Post Road, Suite 120  
Indianapolis, IN 46216**

**Email: [info@mainstreetmanagementllc.com](mailto:info@mainstreetmanagementllc.com)**

**Fax: (765) 742-6401**

ARCHITECTURAL STANDARDS COMMITTEE  
WOODFIELD HOA

**Homeowner Request for Change**

*Please complete items 1-5 only and provide owner of record signature.*

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Lot Number \_\_\_\_\_

2. Briefly describe the proposed change: \_\_\_\_\_

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

3 Please list below the major construction materials which will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible.)

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

4. Lot Description. (Please check all that apply)

- Pond Lot  
 Next to Playground /Common Area  
 Corner Lot

5. Project schedule:

A. The project will be done by:  Homeowner  
 Contractor(s) Name \_\_\_\_\_  
 Both

B. Please indicate the approximate time needed to complete the project, subsequent to the Board approval. \_\_\_\_\_

C. Please indicate any building permits that will be required. \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**NOTE:** All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records. The Board/Architectural Committee is allowed up to 30 days from date of receipt to approve your request.

If your home is newly constructed, you are encouraged to wait until the “final grade” has been established on your lot before installing any fencing or landscaping improvements.

All improvements should be done in accordance with all recorded Covenants, Conditions, and Restrictions for Woodfield. All codes and regulations met thru the City or County that you live in must also be met.

I hereby acknowledge that I have read and understand the ARCHITECTURAL STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions for Woodfield. This application meets all standards as well as the recorded Declaration.

Homeowner’s Signature \_\_\_\_\_ Date \_\_\_\_\_

----- DO NOT WRITE BELOW -----

---

---

**ARCHITECTURAL STANDARDS COMMITTEE**  
**WOODFIELD HOA**

**Committee Action:**

- Approved as submitted
  - This improvement must meet Architectural Standards and the recorded Declaration.
  - Complete site clean-up and repair of any damage to common area or adjacent property to be the responsibility of the applicant. Approval based on plans as submitted.
  - Owners are responsible for knowing not only the location of all easements, but also any and all agency’s rights within those easements.

Approved with conditions stated in comments (The above 3 items also apply to approval with conditions)

Deferred  
 Additional information required: \_\_\_\_\_

Other: \_\_\_\_\_

Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All approved projects must be completed in 120 Days from date of approval.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
ARCHITECTURAL STANDARDS COMMITTEE Representative