

## CHECKLIST

- ┌ Complete the attached 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. If the item is already installed, please take picture of completed project.*
  
- ┌ *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 Committee to approve all applications within 30 days of receiving a completed application\*\****

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

**Mail:**

**Lafayette HOA's**  
**Main Street Management, LLC**  
**PO Box 745**  
**Lafayette, IN 47902**

**Indianapolis Area HOA's**  
**Main Street Management, LLC**  
**4735 Statesmen Drive, Suite E**  
**Indianapolis, IN 46250**

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

**Fax: (765) 742-6401                      or                      (317) 218-7649**

ARCHITECTURAL CONTROL COMMITTEE

**Homeowner Request for Change**

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

- 1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Community Name: \_\_\_\_\_ 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.

I hereby acknowledge that I have read and understand the ARCHITECTURAL CONTROL STANDARDS set forth by the Board, as well as the Declaration of Covenants and Restrictions.

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

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

---

---

**Committee Action:**

- Approved as submitted
- Approved with conditions stated in comments
- Deferred
  - Additional information required: \_\_\_\_\_
  - \_\_\_\_\_
- Other: \_\_\_\_\_
- \_\_\_\_\_
- Denied \_\_\_\_\_

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

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
COMMITTEE Representative