

**Architectural Application**  
**Heritage Greens Homeowners Association**  
(updated December 2006)

NAME OF HOMEOWNER(S) \_\_\_\_\_

ADDRESS OF HOME: \_\_\_\_\_

PHONE NUMBERS: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Please do not begin any architectural changes until you have received written approval from the Board of Directors. Otherwise, you may be subject to fines and restoration of your project to its original condition.**

Applicant agrees and understands that this application by itself does not fulfill all of the conditions and requirements for an approval. In addition to this completed Architectural Application form, the applicant must submit to the Board of Directors all drawings and specifications showing the nature, kind, shape, height, materials, and location of the proposed architectural alteration. It is also understood by the applicant that the submission must be in writing. The Board may require additional information as it deems necessary to make a decision. Until all requested information is submitted to the Board, this application will be considered incomplete and will stand unapproved.

**GENERAL DESCRIPTION OF PROPOSED WORK**

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Applicant further agrees and understands that if the Board approves the modification, they may impose "Special Conditions" of construction and maintenance on the approved work. Any special conditions shall be attached and a part of the approval. Any deviation from the approved plans, specifications, or special conditions shall make the approval null and void. Applicant agrees and understands that failure to conform to these requirements will be automatic authorization by the applicant to have the work brought into conformance with the approved plans, specifications, or special conditions. Applicant further agrees and understands that all costs incurred by the Association as a result of bringing said work into compliance shall be a charge against the homeowner. Such costs shall include (but not be limited to) any incurred costs of construction, reconstruction, administrative fees, attorney fees, and court fees. It is also agreed that no work will be initiated which will: 1) be a violation of any of the provisions of the Association's Declaration of Covenants, Conditions and Restrictions or any applicable building code; 2) be an annoyance to the residents; or 3) increase the cost of the Association insurance.

It is further agreed that if this application is approved, all maintenance repair or replacement of the approved item will be the sole responsibility of the homeowner, and further, that any expense incurred by the Association that is the direct or indirect result of the approved change shall also be the sole responsibility of the homeowner. All work shall be completed with consideration of the grounds, esthetics, time, and noise factors.

Applicant understands that all necessary permits and approvals from municipalities or other jurisdictions are the sole responsibility of the applicant, and that Board approval of this application is subject to the applicant receiving all such necessary permits and approvals.

THE UNDERSIGNED AGREES TO THE ABOVE CONDITIONS

Homeowner's signature \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECTURAL APPLICATION INSTRUCTIONS

1. Complete all the information required on this Architectural Application form
2. Briefly describe the architectural modification that you are requesting
3. Submit drawings of architectural plans, which should include\*:
  - a. Applicant's name and signature
  - b. Association name, tract number, and lot number
  - c. Address of property, and address of owner if different than property
  - d. Architect/Engineer's name and registration number, if any
  - e. Date of preparation of plans and specifications
  - f. Scale and legend
  - g. Use standard sheet size of: 8.5" x 11" or 17" x 22" or 25.5" x 22" or 34" x 22"
  - h. Provide a Plan View (if applicable)
  - i. Provide an Elevation View (if applicable)
  - j. Attach materials specifications, including size, color, and texture
- \*Some items in "3a thru 3j" may be waived by the Board depending upon the requested modification
4. Send or deliver all application items to:

A TO B PROPERTY  
MANAGEMENT  
1975 Hamilton Ave Suite 9  
San Jose, CA 95125

5. Applicants will be notified within 30 days after receipt of all required information and completed application

FOR BOARD OF DIRECTORS USE ONLY

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|----------|----------------|--------------|-------------|
| 1. _____ | Approved _____ | Denied _____ | Date: _____ |
| 2. _____ | Approved _____ | Denied _____ | Date: _____ |
| 3. _____ | Approved _____ | Denied _____ | Date: _____ |
| 4. _____ | Approved _____ | Denied _____ | Date: _____ |
| 5. _____ | Approved _____ | Denied _____ | Date: _____ |