

Canterbury Architectural Control Committee

Project Submission Form (PSF) 11-18-04

Purpose:

To ensure architectural homogeneity and quality within Canterbury as specified by our covenants.

All Canterbury properties are subject to the rules as set forth in the Canterbury Covenants. As per the covenants, all new exterior construction needs to be reviewed and approved by the Architectural Control Committee (ACC). Please complete this form and submit it to the Committee for review and approval.

An approved PSF must be obtained and kept on record by the homeowner for all new exterior construction or alterations to architectural character of the property. Please keep the approved PSF copy with your important documents. It is the responsibility of the homeowner to obtain all other necessary documents and permits prior to construction. The ACC will review and return either approval or disapproval, with notations / conditions, for all PSFs within 30 days of receipt.

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The following section to be completed by property owner :

PSF submittal Date: _____

Project location and homeowner (applicant) contact information:

Name of homeowner: _____

Address of project: _____

Phone Number: _____ Phone Number: _____
(Home) (Work)

Approximate start date: _____

Approximate completion date: _____

Project Description:

(Please attach additional pages if required)

Please provide a project site plan drawn to scale. Depending on the scope of the project it could consist of a hand drawing to architectural renderings. All site plans should include dimensions,

This page to be filled out by the Canterbury HOA.

PSF receipt date _____

Approved: _____

Denied: _____

Conditionally Approved: _____

PSF approval date: _____ This PSF is valid for one year from approval date.

All projects must be completed within one year of PSF approval date.

The Project Submission Form is approved subject to the following notations / conditions :

(see attached form if necessary)

Board members in favor or opposed to proposed project.

A minimum of 5 board member signatures needed for approval or denial.

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

ACC Committee Member Signature: _____ Date: _____ A / D

Approval or denial of this project is granted above. If approved the homeowner acknowledges that this approval only applies to the project as described within. Any variation from the project as described within this PSF may be a violation of the CHOA covenants. The homeowner understands that if they violate this agreement they may be exposing themselves to litigation and corrective action as well as the CHOA attorney's fees. This completed document serves as the homeowner's official Project Submission Form and the CHOA's official written approval or disapproval document. **This PSF is valid for one year from approval date.** If project is not completed within one year of approval date renewal of the PSF is necessary. It is the responsibility of the homeowner to acquire all necessary building permits and adhere to Jefferson County regulations. Please keep the approved PSF with your important documents. Upon request by current or future CHOA Boards, the homeowner has the duty to provide a complete copy of this PSF for review by the Board. The PSF should be transferred to the new owners upon sale of the property.

Thank you for your cooperation.

Canterbury Homeowners Association

Homeowner signatures & date :

I / we understand and will comply with all the above conditions of the Project Submission Form:

Homeowner name _____

signature: _____ date: _____

Homeowner name _____

signature: _____ date: _____

This Project Submission Form is not valid until the original and a copy is received by and signed by the secretry of the board. *(The original is kept by the CHOA, a copy is kept by the applicant.)*