CREEKSIDE AT PLUM GROVE ASSOCIATION
ARCHITECTURAL CHANGE FORM APPLICATION

Submit this request to: **Creekside at Plum Grove Association**

Attn: Architectural Control Committee (ACC)

2118 Plum Gove Road Box #268
Rolling Meadows, IL 60008

NAME: _____ CELL Phone _____
PLEASE PRINT

ADDRESS: _____ HOME Phone _____

EMAIL (*required, used to confirm receipt of this application*): _____

Plot plans, drawings, specifications, must be attached as well as a complete description of the proposed change. (Tree removal / replacements do not require plans but do require an arborist sign off that tree removal is needed) If a city permit is applicable, THIS **SIGNED (APPROVED)** FORM MUST ACCOMPANY ANY PERMIT REQUEST TO THE CITY OR IT WILL BE REJECTED.

CITY PERMITS ARE NOWSUBJECT TO BOARD APPROVAL! All supporting documents WILL NOT be returned, as they will become a part of the permanent record in your homeowner file. A decision will be mailed to you within 30 days from date of receipt of the application. Description of request in detail (*use additional sheets and drawings if necessary*): _____

_____

Work to be performed by: _____

By signing this I acknowledge that if work commences PRIOR to a decision and without a written response signed by a Board member (see box below), a minimum non-negotiable $500 fine will be imposed plus I can be required to remove any and all work at my own expense.

HOMEOWNER'S SIGNATURE: _____ DATE: _____

☐ ***Leave blank unless CHECKED by Board.*** **THE BOARD MY REQUIRE ADJACENT HOMEOWNERS TO APPROVE.**
Surrounding neighbors are often impacted by ACC request changes, yet are not involved in the review process. As such, the ACC may not understand the potential negative impact your request might have. ***In order for this request to proceed, this form requires you to obtain 3 signatures from surrounding neighbors that could be affected.***

_____ _____
Affected or Adjacent Property Owner – Signature & Address Date Signed

_____ _____
Affected or Adjacent Property Owner – Signature & Address Date Signed

_____ _____
Affected or Adjacent Property Owner – Signature & Address Date Signed

UNDER NO CIRCUMSTANCES DOES APPROVAL BY THE HOMEOWNER'S ASSOCIATION INDICATE FULL AUTHORIZATION. In addition, it may be necessary to obtain building permits and structural approval as required by the City of Rolling Meadows. All improvements are subject to local building regulations and restrictions of record. If the homeowner proceeds without all necessary approvals, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements at his / her expense. Approval of similar plans and specifications shall not be construed to guarantee another Homeowner's planned improvement.

THE ABOVE DESCRIBED CHANGE IS: ☐ APPROVED ☐ DISAPPROVED

APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS: _____

_____

BOARD MEMBER SIGNATURE _____ DATE SIGNED _____

THIS CHANGE TO BE COMPLETED WITHIN 60 DAYS FROM COMMENCEMENT OF CONSTRUCTION.
APPROVAL VALID FOR SIX MONTHS.
Homeowner is liable for any charges incurred as a result of contractor negligence. Rev 9-09-12-RJ