

CALUMET RANCH HOMEOWNER ASSOCIATION

Application and Review form

Architectural & Landscape Improvement/Alteration

Date submitted _____ Lot # _____

Name of Owner(s) _____

Street Address _____

Phone _____

Request Summary: _____

The following information must be included with this Improvement/ Alteration request form:

- Type of material to be used and actual depiction (drawing or photo) of item with specifications/dimensions.
- Mortgage Inspection Report or Stake Survey showing the location of the proposed Improvement/Alteration in relation to the home.
- A description as accurate and complete as possible – attach additional pages to this form
- **Note** - Before submitting this request:
 1. Please read our Indenture – this may save both time and expense.
 2. Approval is based on guidelines found in our Indenture. If the improvement is not addressed in the Indenture, the final decision will be based on type, size, style and location of requested improvement.
 3. **Under no circumstances does approval by the Homeowner Association indicate full authorization.** In addition, it may be necessary to obtain building permits and structural approval as required by the city of O'Fallon and the county of Saint Charles. All improvements are subject to local building regulations and restrictions of record.
 4. 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.
 5. Formal written response from the Board of Trustees may take up to 45 days. Please allow enough time prior to onset of requested work for the review process to transpire.

Homeowner signature

Submit completed request form
and required documentation to:

Calumet Ranch Homeowner Association
2977 Highway K #139
Dardenne Prairie, MO 63368

<i>Internal Use Only</i>	
Date received	____/____/____
Approved	_____
Denied	_____
Notification mailed	____/____/____