

**Architectural Control Committee**  
**Shafer Woods Subdivision**  
Noblesville, IN  
ATTN: Shafer Woods HOA  
Shaferwoods@gmail.com

Homeowner Request for Change/Addition of Exterior Improvement

*The Covenants and Restrictions prohibit any exterior improvements to any lot without written approval by the Architectural Control Committee, including paint color change, landscape, etc.*

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Community Name: Shafer Woods
2. Lot Number and Lot Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone number and best time to reach you between 8 a.m. – 5 p.m., if necessary:  
\_\_\_\_\_
3. Briefly describe the proposed change (Composition, Dimensions, Color, Location, etc):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. 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).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. PLEASE ATTACH THE FOLLOWING INFORMATION:
  - a. Plot plan indicating the location and dimensions of the project. This should be drawn on a copy of your Mortgage Survey (also called Surveyor Location Report) and is probably included in the package of documents you received at the closing of your home mortgage with your builder.
  - b. Blueprints or working drawings indicating all necessary dimensions and elevations. You may choose to submit a copy of the advertisement that shows

the completed project, as well as the dimensions and materials for construction.

- c. If available, a photograph or drawing of a similar completed project.
- d. Please attach any plans, specifications, bids, etc.

6. Common Area / Easement:

- a. Will this addition/improvement extend into any Common Area? \_\_\_\_\_
- b. Will this addition/improvement extend into any Drainage, Utility, Sanitary Sewer, Landscape or Lake Easement? \_\_\_\_\_

*If so the attached Easement Waiver must be returned with this form.*

7. Project schedule:

- a. Project will be completed by:

\_\_\_\_\_ Homeowner

\_\_\_\_\_ Contractor(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ Both

- b. Approximate completion time required, subsequent to ACC approval: \_\_\_\_\_

- c. Please indicate any building permits that will be required:

\_\_\_\_\_

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NOTE: All submitted materials shall remain the property of the Association. You should make a copy of your submittal for your personal records. The Board/Architectural Committee may take up to thirty (30) days from the date of the receipt of complete plans to approve/deny your request. If you have not received confirmation within thirty (30) days, please contact your property manager to verify approval. The Covenants and Restrictions prohibit any exterior improvements to any lot without written approval by the Architectural Control Committee, including paint color change, landscape, etc.

The Committee may respond in letter form, indicating special conditions/considerations or simply return a copy of this form indicating approval or denial on the Committee Action Section below.

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. I also assure the Board that all improvements will be installed in a professional, workmanlike manner, and will be maintained properly.

Homeowners Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Date: \_\_\_\_\_

**Shafer Woods Subdivision**  
Noblesville, IN

Dear Homeowner:

Any lot improvement made or installed within an easement is at the owner's risk regardless of the approval by the Architectural Control Committee. If for any reason repairs and or maintenance is required in the easement, any improvement(s) that are removed and will not be reinstalled by the utility company or contractor.

This waiver must be signed and returned with the Request for Architectural Change, to protect you and the HOA of your community. It is to verify that you have a full understanding of the responsibilities and risk of developing an improvement into an easement.

If you are developing into an easement, it is also your responsibility to have the utilities marked prior to commencing by calling "Holey Moley" Indiana Underground Services @ 800-382-5544.

**Shafer Woods Subdivision**  
Noblesville, IN

EASEMENT WAIVER

This document is an acknowledgement that I/we, \_\_\_\_\_  
NAME OF HOMEOWNER(S)

\_\_\_\_\_ the owner(s) of the property located at

\_\_\_\_\_ in Noblesville, IN. Lot # \_\_\_\_\_

of the Shafer Woods Subdivision community will be installing \_\_\_\_\_

\_\_\_\_\_  
that extends into a drainage, utility, sanitary sewer, water, common area or landscape easement and accept full responsibility of any cost to replace this improvement if the utility company, developer or other authorized party needs to gain access to that area by removal of said improvement.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

Return this document to:

ATTN: Shafer Woods HOA  
[Shaferwoods@gmail.com](mailto:Shaferwoods@gmail.com)

**Architectural Control Committee  
Shafer Woods Subdivision**

Do Not Write Below

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COMMITTEE ACTION:

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

\_\_\_\_\_

☐ Other: \_\_\_\_\_

\_\_\_\_\_

☐ Denied – Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_  
Architectural Committee Member 1

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Architectural Committee Member 2

\_\_\_\_\_  
Date

Architectural Control Committee