

Ashcombe Farms West HOA
“A Warm Friendly Community”
P.O. BOX 261
Dover, PA 17315

Lot Owner Request Form

The Executive Board interprets the By-laws as requiring Executive Board approval for any change in the foot print of the home, patio, sidewalk, and other general additions or improvements to a property. Please use this form to submit a lot owner request to the Executive Board. All requests for changes must comply with the Ashcombe Farms West HOA By-laws and Regulations. Work may not begin until Executive Board approval has been granted. Please allow thirty (30) days from date of request for the Board to act and for work to begin. Verbal approval will not be given. You will receive a written decision from the Executive Board. **You may be required to obtain a Dover Township building permit. The Executive Board does not have knowledge of the codes which require a building permit. This must be verified by the lot owner.** Each lot owner must submit their own request. Multiple lot requests will automatically be denied. This Lot Owner Request form is for Ashcombe Farms West HOA only.

Date of request _____

Proposed date for work to begin _____

Lot owner's name _____

Property address _____

Lot owner's address
(if different than Property) _____

Include City, State, and ZIP _____

(Check one) Is this a ____ change to an existing improvement or ____ a new improvement?

Type of Request:

____ Deck/Patio

____ Shed

____ Roof

____ Doors/Entryways

____ Pool

____ Shutters

____ Awnings

____ Sidewalks

____ Driveway

____ Fence

____ Siding

____ Other

____ Windows

(continued)

Please complete the following pertinent information regarding your request:

Color _____

Material _____

Specific location on your lot _____

Size _____

General description of project (attach more pages if necessary)

****Please attach a diagram of the proposed project showing the approximate size, location, and relationship to the existing house, garage, and street.****

Thank you,

Ashcombe Farms West HOA Executive Board