***ESTATES AT TWEED CROSSING***

***Instructions for Request for***

***Architectural/Landscape Changes***

**INSTRUCTIONS:**

 Changes and additions for which approval must be obtained include all proposed exterior additions/modifications and landscape changes.

 On the form, please describe the project to be considered. Cite any part of the Declaration or Rules and Regulations which would be relevant to the Board’s decision.

1. Before completing the form, please refer to the General Restrictions (Article X) and Architectural Control (Article XIII) sections in the Declaration and any applicable Architectural Guidelines and Standards to make certain that the request you are making is in compliance with the stated policies.
2. The following is a listing of items required to complete your application:
* Completed Request for Architectural/Landscape Changes form
* Signed Architectural Change Indemnity Agreement
* Certificate of insurance from your contractor **naming you and Estates at Tweed Crossing HOA as Additional Insureds** (“Certificate Holder” status is not sufficient)
* Copy of the Plot Plan for your lot with the location of the proposed improvement indicated on it. Note that erection or construction of any structures outside the Principal Building Envelopes on the Plot Plan is not permitted.
* Overview plan (as if you were looking down on it) with all dimensions
* Side view or sectional plan with all dimensions from the sub-base or footings up to the upper most portion of the proposed improvement – on decks this is footings to top of railing – on patios it is sub-base to top of sitting wall or surface of patio if there are no walls.
* Color scheme for the improvement. On decks, include railings and deck materials; for stone/paver patios include all color schemes)
* Listing of materials
* If applicable a brochure or picture
* Plant material – including number, type, and size at maturity
1. Submit 3 copies of all completed forms and requested information to the attention of the Executive Board, c/o the following address or by email to any current Board or Architectural Control Committee member.

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**P.O. Box 391**

**Oxford, PA 19363**