ARCHITECTURAL REVIEW APPLICATION – HOMEOWNER REQUEST FOR CHANGE  

Date: ____________________

The mission of this application is to assure that all residences of the Commons of Westport Gardens continue to adhere to the highest standards of conformity as reflected in the community rules and regulation documents. Modification refers to physical architectural changes such as, but not limited to, building expansion, plantings and satellite dish placement.

1. Name __________________________________________________  Phone:________________
   Address ________________________________________________                 Unit # __________________

2. Briefly describe the proposed change: ________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

3. Please list below the major construction materials that 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 with the building and/or community).
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

4. If the proposed project is an addition or alteration that would change the structural appearance of your lot, please attach the following information:
   A. Plot plan indicating the location and dimensions of the project.
   B. Blueprints, plans, or working drawings indicating all necessary dimensions and elevations.
   C. If available, a photograph, brochure or drawing of a similar completed project.

5. Project Schedule:
   a. The project will be completed by:  ☐ Homeowner  ☐ Contractor  ☐ Both
   b. Anticipated start date: ________________ with an end date of: _____________________
   c. Approximate time needed to complete project after Board approval? _____________________
   d. Have you received any building permits that may be necessary for your project?  ☐ Yes  ☐ No
   e. Landscape plans need approval with drawings. Are these attached?  ☐ Yes  ☐ No

6. Have you read all covenants, conditions, and restrictions regarding this modification to ensure you are in compliance with the Little Spring Farm CCR’s and all amendments?  ☐ Yes  ☐ No
7. Some projects may require the signatures of several adjacent neighbors. Their signatures indicate their awareness of your proposed plans, but not necessarily their approval. Please contact Mulloy Properties at (502) 498-2411 for clarification. For most projects, this is not necessary.

Signature: ____________________________ Address: _________________________________
Signature: ____________________________ Address: _________________________________

8. You understand that applications will not be processed for any Home Owner who is in arrears for any dues or fees owed to the Commons of Westport Gardens.  □ Yes  □ No

I hereby acknowledge that I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor’s property. I agree to abide by the rules established by the Declaration of Covenants, Conditions and Restrictions and will be solely liable for any upkeep required by the addition of this improvement. I understand that I am to contact the city to obtain a permit if one is required before any construction begins on my property. I will submit a drawing with the proposed location of the Architectural Improvement for the Board of Directors to review.

Homeowners Signature ____________________________________________ Date ________________
Printed Name: ____________________________________________________

NOTE: All submitted materials shall remain the property of the association. You may wish to make a copy for your personal records.

Please complete both pages and return this form via email to cnorton@mulloyproperties.com
You may also mail this to Mulloy Properties - Attn: Christopher Norton, P.O. Box 436989, Louisville, KY 40253

FOR MANAGEMENT PURPOSES ONLY – PLEASE DO NOT WRITE BELOW

DATE RECEIVED: ____________

REVIEW BOARD ACTION:  □ Approved as submitted  DATE Approved: ____________
                        □ Denied  DATE Denied: ____________
                        □ Additional Information required (see comments below)

Comments: ____________________________________________________________
__________________________________________________________
__________________________________________________________

Manager Signature: ____________________________________________ Date: ________________