

## Chateau Pointe Homeowners Association Architectural Review Application

>> PLEASE PRINT or TYPE ALL INFORMATION <<

Mail this request to: Chateau Pointe HOA, \_\_\_\_\_, Southaven, MS 38672 or email the request to [architecturalreview@chateaupointe.com](mailto:architecturalreview@chateaupointe.com)

HOMEOWNER NAME:	TODAYS DATE:
ADDRESS:	
HOME PHONE:	WORK PHONE:
MOBILE PHONE:	EMAIL:
PROJECT START/END DATE:	OTHER CONTACT INFO:

**TYPE OF ALTERATION:**

(PLEASE CHECK ONE, if you have multiple projects they must each have a separate application)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> AWNING(S)        | <input type="checkbox"/> LANDSCAPING           | <input type="checkbox"/> SIDE YARD FENCE   |
| <input type="checkbox"/> BACK YARD FENCE  | <input type="checkbox"/> LIGHTING              | <input type="checkbox"/> DECK              |
| <input type="checkbox"/> PATIO            | <input type="checkbox"/> SUNROOM               | <input type="checkbox"/> PARKING PAD       |
| <input type="checkbox"/> PLAY EQUIPMENT   | <input type="checkbox"/> TREE REMOVAL          | <input type="checkbox"/> EXTERIOR PAINTING |
| <input type="checkbox"/> PORCH            | <input type="checkbox"/> WALKWAY               | <input type="checkbox"/> GARAGE DOOR       |
| <input type="checkbox"/> SHED/OUTBUILDING | <input type="checkbox"/> OTHER (SPECIFY BELOW) |  |

OTHER: (provide as much detail as possible)

Understand the Committee and Board is run by volunteering residents and the request will be reviewed as quickly as possible. However, any request you submit will have a minimum of 30 days, from date of receipt, for review. No work can be done without an approval on file.

Should the Committee deny the request a **WRITTEN APPEAL REQUEST** must be received by the Board within (15) **FIFTEEN CALENDAR DAYS** of receipt of the Board's decision. This appeal should be mailed or emailed to the address above. The Board of Directors has a minimum of 30 days to review the request for appeal.

Describe the changes and provide a narrative of the proposed home and/or landscaping improvements, changes or additions. Please list the materials and color(s) to be used, including similarity to existing structures as appropriate.

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Attach extra sheets if needed.

**Incomplete applications will be returned and will not be reviewed until complete.**

**NOTE:** Attach a copy of your plot plan and indicate the location of the proposed exterior design change on your lot in relation to the house and other existing structures. Also attach any sketches, photos, specifications, plans and any other information that will assist the Committee and/or Board reviewing this application.

**HOMEOWNER AGREEMENT    Please read this carefully!**

1. I have completed this application and attached all required documents in good faith and it accurately represents the exterior alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Chateau Pointe Covenants and Guidelines or the building and zoning codes of the City of Southaven, MS.
2. I understand the City of Southaven may require a permit for my alteration and I am responsible for securing it. I will contact the City of Southaven to find out if a permit is required.
3. I understand any construction or exterior alteration undertaken before Board approval of this application is strictly at my own risk; and, I may be required to return the property to its former condition, at my own expense, if the application is disapproved wholly or in part.
4. I understand that representatives of the Chateau Pointe HOA and the Board are permitted to enter my property at any reasonable time for the

purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespass.

5. I understand that the work must be completed in a workmanlike manner within three (3) months of approval of this application. The approval expires 11:59 pm at the end of the three (3) months and reapplication is required.
6. I understand that I am authorized to construct only what has been approved. Any construction that deviates is unauthorized construction.
7. I understand that I assume full liability for the entire project. If your project entails any kind of digging, you must call the utility companies before you start. It's the law!

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Chateau Pointe Board use only \***

- \_\_\_\_\_ **APPROVED AS SUBMITTED**
- \_\_\_\_\_ **APPROVED AS AMENDED (See comments below)**
- \_\_\_\_\_ **TABLED FOR MORE INFORMATION (See below)**
- \_\_\_\_\_ **DENIED (Reason stated below)**

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**Board President**

\_\_\_\_\_  
**Date**