

**Spring Valley Manor Subdivision  
Architectural Application**

The Spring Valley Manor Property Owner Association's (Association) governing documents require the Board's approval before a Spring Valley Manor (SVM) Member may make a physical improvement or modification to the original footprint of a SVM Member's property. The Board's approval is also required before making any physical change to the Association's Common Areas, Lakes or Pond. The Board has adopted this Architectural Application and Approval Process for SVM Members to utilize as listed below.

**Requests - Architectural Application Process**

1. *Prior to any alteration, addition or improvement*, SVM Member must submit their request in writing using the Architectural Application.
2. Requests must comply with the Association's Bill of Assurances, By-Laws, Rules of Conduct and Safety, as well as any City and/or State regulations.
3. Completed Applications are to be submitted to the Board for the Board's subsequent review and decision.
4. The SVM Member will be notified in writing within thirty (30) days of request of this Application and required attachments of the Board decision. Any missing attachments or required information will delay the 30 day response period until the receipt of the required materials.

Received by (Board Member) \_\_\_\_\_ Date Received: \_\_\_\_\_

**Architectural Application**

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project State Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

**Communication with adjacent neighbors regarding request:** \_\_\_\_\_

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**Location of Improvement Request:**

Personal Property\_\_\_\_ Common Area\_\_\_\_ Lake #1\_\_\_\_ Lake #2\_\_\_\_ Lake #3\_\_\_\_ Pond\_\_\_\_

**Type of Improvement Requesting:**(i.e., deck, addition, fence, parking pad, retaining wall, float, raft, pier, new construction, etc.)

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**Description of Improvement Request:**

Dimensions: \_\_\_\_\_  
Location on property: \_\_\_\_\_  
Materials List/Description: \_\_\_\_\_

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**Scaled Drawing & Detailed Description as required by Bill of Assurance, By-Laws or Rules: (Please attach additional sheets is necessary):**