

Orchard Hills Architectural Control Application

c/o Sunrise Property Management Group
P. O. Box 402 / Huntertown, IN 46748
260-625-6605 / info@sunrisepromgt.com

Name(s) _____ Date _____ Lot _____

Address _____

Email Address _____ Phone # _____

Projected Start Date of Project _____ Projected End Date of Project _____

Please be aware of the following:

- Residents or their contractors are responsible to call 811 for utility locates
- Homeowner is responsible to confirm all projects stay within their own property lines
- Most projects require permits. Please call the Allen County Department of Planning at 260-449-7607 first and then call the Allen County Building Department at 260-449-7131. Residents are responsible for calling these departments and obtaining and display permits.
- Please read the Architectural Control section of your Restrictive Covenants before planning your project. Copies can be found on the Appfolio portal. If you have not created an account, please contact our office. Copies are also on our website at www.sunrisepromgt.com
- Chain link fences, 6' wood privacy fences, sheds, portable basketball goals, and above ground pools are prohibited
- All projects should be completed within 60 days of start date
- All playsets should be wooden or composite material
- No sight obstructions in the backyards without approval on Lots 13, 14, 16-23, 31-33, 35-37, 39-42 and Lots 47-53

Projects that don't require approval from the Architectural Control Committee:

- **Firepits**- Unless being set on newly added concrete. If so, please fill out and return application and plot plan
- **Trampolines** -Resident responsible to secure to trampoline to ground to prevent being blown away in high winds. Resident can be held responsible for any damage caused to person or property if blown off their lot
- Additional landscaping** (that does not require retaining walls or permanent enclosures or modifications)

All other projects will need approval from the Architectural Control Committee

Please indicate the proposed project type by placings an "x" next to description(s) below and provide a brief description of the project

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Deck | <input type="checkbox"/> Hot tub | <input type="checkbox"/> Flagpole – US or State Flag ONLY |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Playset | <input type="checkbox"/> Patio or patio extension |
| <input type="checkbox"/> Roof replacement | <input type="checkbox"/> Room addition | <input type="checkbox"/> Screened in patio/3 season room | <input type="checkbox"/> In-Ground Basketball goal |
| <input type="checkbox"/> Vinyl Siding / Exterior Surfaces | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> In-Ground pool | |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other (please describe below) | | |

Description of Project: _____

Required information about your project

Fences:

Height: _____
Material: ___ Vinyl ___ Wrought Iron/Ornamental
Style: ___ Picket ___
Color: _____

Decks:

Composite ___ Other _____
Color: _____
Dimensions: Length _____ Width _____

Dimensions for all proposed improvements and changes must be written on your plot plan - See page 3 for example

All other projects (if applicable)

Color: _____ Materials: _____ Height: _____

Contractor name (if applicable) _____

Before submitting this application, did you:

1. Fill out all required info including your Lot number
2. Read the Architectural Control section of your Restrictive Covenants
3. Contact the Allen Co Department of Planning & Allen Co Building Dept for permits (if applicable)
4. Include plot plan of your home with all required info (if applicable)
5. Include contractor's plans (if applicable) and any pictures or examples of your project
6. Allow enough time for the committee to render a decision before starting your project, hiring a contractor or ordering any materials

How to submit:

1. Upload the application & supporting documents via the Appfolio portal. Contact our office for more information.
2. By mail: Send to Sunrise Property Management Group, PO Box 402 Hometown, IN 46748
3. By email: Send to info@sunrisepropmgt.com PLEASE SUBMIT APPLICATION AND ALL OTHER PAPERWORK AS ONE ATTACHMENT

Approval process:

1. Once application & supporting documents (if applicable) are received in Appfolio or in office they are reviewed and sent to the Architectural Control Committee for consideration
2. When a decision is rendered by the committee, you will be notified by our office. The committee has 30 days to approve but with a properly completed application the committee tries to approve sooner.

I attest that I am the current homeowner of this property and that I have read and comply with the conditions of this application.

x _____

Homeowner's Signature

Action taken by Architectural Control Committee

Date application received _____ Date of decision _____

___ Project approved ___ Project requires more information _____

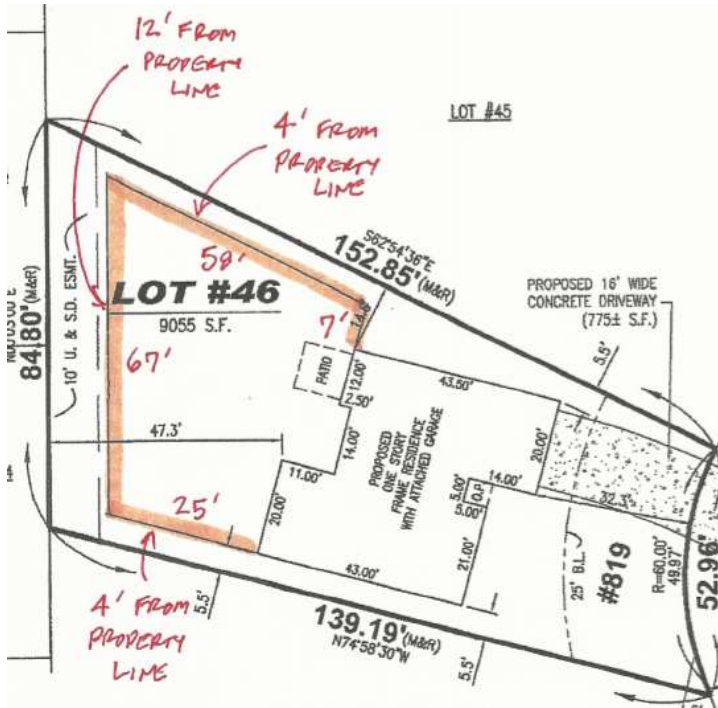
___ Project not approved _____

Approved by _____

These are examples only. You will need to attach a plot plan of your home with your dimensions and other required info with your application.

If you can't find a copy of your plot plan, please create a sketch of your property with your proposed project and indicate distances from your project to all property lines (does not need to be to scale but measurements must be accurate)

EXAMPLE OF REQUIRED PLOT PLANS FOR FENCES



FENCE REQUIREMENTS

1. Plot plan of lot with location of fence
2. Sketch of proposed location and dimensions of home on lot fence
3. Exact dimensions of fence
4. Exact distances from all property lines
5. Location of gate(s) if applicable

RESTRICTIONS

- Fences should be limited to the backyards except to encompass a garage service door or AC unit
- Fences on utility easements permitted with the understanding the homeowner is responsible for all expenses incurred to remove, repair or replace the fence if damaged by utility company

EXAMPLE FOR OTHER STRUCTURES



DECK, PATIO, GAZEBOS, PERGOLAS, HOT TUBS, IN-GROUND BASKETBALL GOALS & FLAGPOLE REQUIREMENTS

1. Plot plan of lot with location and dimensions of home on lot
2. Sketch of proposed project
3. Exact location of project
4. Exact dimensions of project
5. Exact dimension of project relative to home and property lines