

# Sienna Reserve Architectural Control Application

c/o Sunrise Property Management Group

P. O. Box 402 / Huntertown, IN 46748

260-625-6605

[info@sunrisepropmgt.com](mailto:info@sunrisepropmgt.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 or their contractors are responsible to call these departments and obtain permits
- Please read the Architectural Control section of your Restrictive Covenants before planning your project. Copies can be found on our website at [www.sunrisepropmgt.com](http://www.sunrisepropmgt.com) or on the Appfolio portal
- **6' fences on pond lots and all sheds are prohibited. Fence height for all lots adjoining a pond is (4) feet and fencing materials shall be black/bronze ornamental. Fence height for all other lots shall be four (4) feet and fencing materials shall be solid white vinyl or black/bronze ornamental.**
- **6' WOOD PRIVACY fences are prohibited on all Lots.**
- All projects should be completed within 60 days of start date
- All playsets must be wooden -no metal

## 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
- **Portable basketball goal**- Must be placed in driveway only-NOT in Right-of-Way (street or sidewalk). Resident can be held responsible for any damage caused to person or property if blown over. Must be kept upright at all times- not permitted to be laid on ground or driveway

## Projects that require approval from the Architectural Control Committee:

Please indicate the proposed project type by placing 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"/> In Ground Pool                  | <input type="checkbox"/> Hot tub                   |
| <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"/> Flagpole                  | <input type="checkbox"/> Retaining wall                | <input type="checkbox"/> Attached Solar Panels*          | <input type="checkbox"/> Landscaping               |
| <input type="checkbox"/> Enclosure for trash cans* | <input type="checkbox"/> Other (please describe below) |  |  |

\* Does not require plot plan

Description of Project: \_\_\_\_\_

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## Required information about your project

**Fences:**

Height: \_\_ 4' \_\_ 6'

Material: \_\_ Vinyl \_\_ Metal\*

Style: \_\_ Picket \_\_ Ornamental \_\_ Solid (privacy)

Color: \_\_\_\_\_

**Decks:**

Material: \_\_ Wood \_\_ Composite \_\_ Other \_\_\_\_\_

Color: \_\_\_\_\_

Dimensions: Length \_\_\_\_ Width \_\_\_\_

\* Wrought iron or aluminum powder coated ornamental fences allowed- no chain link fences

**Dimensions for all proposed improvements 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 contractors 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

**Options to submit the application and supporting documents:**

1. Upload all documents on the Appfolio portal
2. By mail: Send to Sunrise Property Management Group, PO Box 402 Hunteertown, IN 46748
3. By email: Send to [info@sunrisepromgt.com](mailto:info@sunrisepromgt.com) . PLEASE SUBMIT APPLICATION AND ALL OTHER PAPERWORK AS ONE ATTACHMENT

**Approval process:**

1. Once application & supporting documents (if applicable) are received in our office they are reviewed and sent to the Architectural Control Committee for consideration
2. When the decision is rendered by the Committee, you will be contacted by our office with decision. This process usually takes 1-2 weeks but can take up to 30 days

**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 \_\_\_\_\_

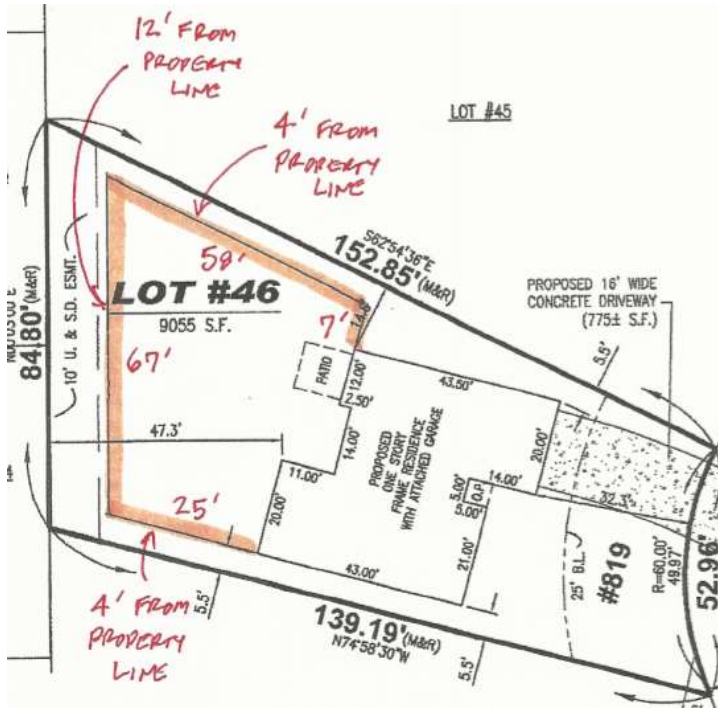
\_\_\_ Project not approved \_\_\_\_\_

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

- No fences within 2' of any property line
- No fences forward of the back of the home
- 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, IN-GROUND POOLS, 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