



Walnut Creek

Architectural Request Form



info@sunrisepropmgt.com



sunrisepropmgt.com/walnutcreek

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 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 or on the Appfolio portal. If you have not created an account, please contact our office
- All sheds are prohibited as well as fences on pond lots unless surrounding a pool
- All projects must be completed within 60 days of start date

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 (no permits needed)* | <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"/> Change in roof materials | |
| <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'
 Material: Vinyl Wood Aluminum
 Style: Picket
 Color: _____

Decks:

Material: Wood Composite Other _____
 Color: _____
 Dimensions: Length Width

Dimensions for changes and 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 and Architectural Control policies
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

How to submit:

1. Upload the application & supporting documents via the Appfolio portal.
2. By mail: Send to Sunrise Property Management Group, PO Box 402 Huntertown, 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 consideration
2. When decision rendered by the committee, you will be notified 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 _____

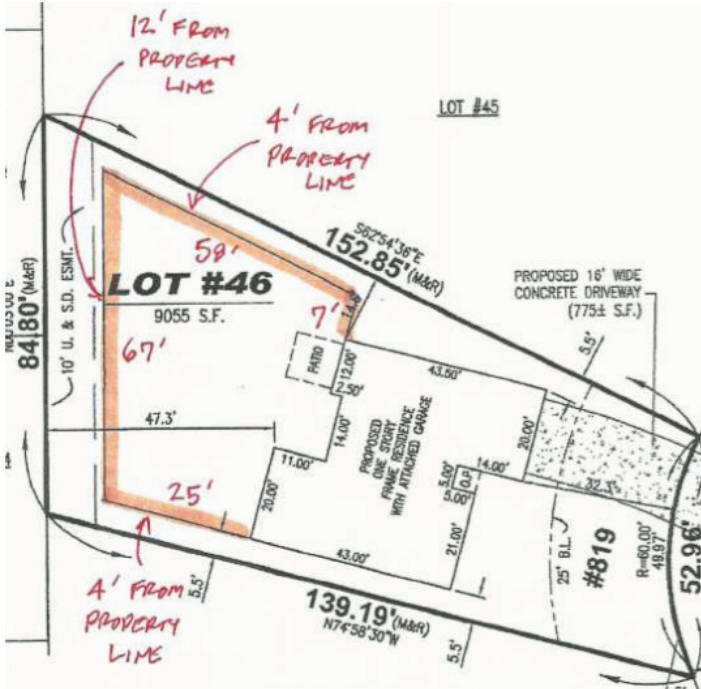


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These are examples only. You will need to attach a plot plan of your home with your dimensions and other required info with your application.

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 scale but measurements must be accurate)

EXAMPLE OF REQUIRED PLOT PLANS FOR FENCES



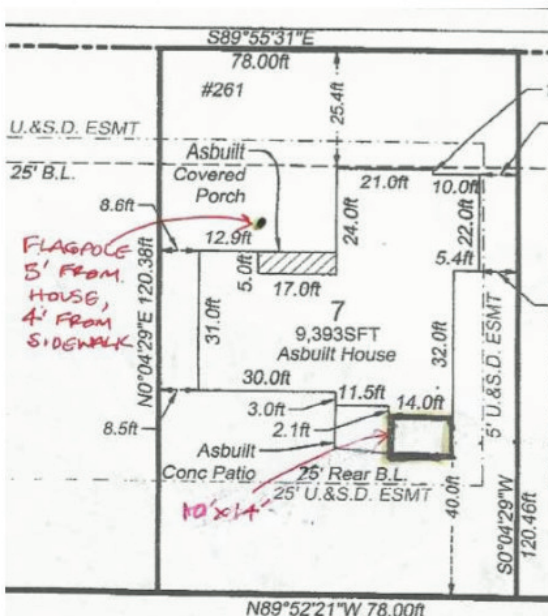
FENCE REQUIREMENTS

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 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