

KIRKWOOD Homeowners Association

1545 Kirkwood Drive Geneva, Illinois 60134

Architectural Application Form

Name: _____ Date: _____

Address: 15 _____ Kirkwood Drive Telephone: _____ Work/Cell _____

I am requesting the following architectural change to my residence:

- Window, Doors, or Skylights
- Deck Modifications: Add _____ Replace _____

(The City of Geneva requires a building permit, a plat of survey and HOA approval for decks. A packet of information for homeowners is available in person or online from the city with details on permit applications and complying within city ordinances).

- Satellite/Cable Installation
- Other Alterations or Additions

Nature of Change/Location: _____

Dimensions: _____ Color: _____

Construction Materials: _____

Supplier or Company: _____

Approximate Cost: _____ City of Geneva Permit Required _____ Not Required _____

A sketch of all improvements with the dimensions and locations must be submitted with this form. Deck modification must include an overlay of the deck plan on the plat survey to verify that it doesn't extend out into Common Area. A Plat of Survey and a Certificate of Insurance from the contractor to perform work must be submitted with this application form.

I/We understand the rules concerning the proposed improvements. I/We agree to abide by the Rules & Regulations and will solely be liable for any changes and maintenance. No encroachment may be made on a neighbor's common element or on Common Areas. A City of Geneva permit must be obtained for any proposed changes if applicable. (It is the homeowner's responsibility to check with the City)

I/We understand that a letter must be sent to the Board certifying completion of this project according to the specifications submitted.

Homeowner(s) Signature: _____ Date _____

Please present the fully completed form to a Board Member, at a regular monthly Board meeting or in the Red Mailbox.

For Board Use Only

Received by Board: _____ Date _____

Approved _____ Not Approved _____ Reason: _____

Neighbor(s) Signature: _____ Date _____
(If applicable)

(Return Copy to Homeowner)