

HOMEOWNERS ASSOCIATION OF LAKE RAMSEY (HOA)

APPLICATION FOR MODIFICATION(S)

NAME / PROPERTY OWNER: _____
STREET ADDRESS: _____
LOT #: _____ PHASE #: _____
PHONE: _____
EMAIL: _____

All submissions must comply with the Covenants and Restrictions for the Phase in which your property is located. Please read the applicable Covenants before completing this application.

Pursuant to the Covenants, the review process by the Architectural Control Committee of the Board of Directors may take up to thirty (30) days. No project work can begin until approval is received.

If you haven't already done so, you need to confirm with St. Tammany Parish (STP) whether or not you need a permit for any of your proposed work. STP issued new permit requirements for structures 100 sq.ft. or larger and also referenced electrical connections. Projects involving new construction, additions, alterations, or any modification to structural, electrical, heating, water, gas or sanitary plumbing systems will most likely require a permit.

**Only the Parish can tell you what is required for their approval.
Please communicate any STP permit requirements to the ACC when obtained.**

If any of your proposed modifications impact access by any of our public utilities, you should verify utility locations and easements prior to construction.

MODIFICATIONS REQUESTED (Include specific details of material, colors, styles, etc.)

- () **FENCES:** Specify materials, height, style and color and sketch to scale on copy of survey. Also submit photos or drawings.
- () **SHEDS:** Specify materials, height, style, and color and sketch to scale on copy of survey or use photos or drawings. Sheds must be placed within setback lines for a residence as established in the Covenants.
- () **LANDSCAPING:** Statuary, fountains, decorative structures, etc. to be depicted with photo, drawings and location indicated on survey.
- () **POOLS & SPAS:** Provide plans and specifications. Also include all fencing, decking and railing modifications.
- () **RECREATIONAL EQUIP.:** Specify manufacturer, type, materials, size, and location on survey.
- () **REPAINTING:** Paint manufacturer, type and color.
- () **ROOF:** Manufacturer, type and color.
- () **SCREENING & LATTICE:** Specify material, style, color, location & elevation.
- () **STRUCTURAL ADDITION OR MODIFICATION:** Provide plans and specifications.
- () **TREE REMOVAL:** Tree type, size, and reason for removal. Sketch the tree location on a copy of the survey.
- () **OTHER:** _____
Submit appropriate information, and detailed description.

ADDITIONAL COMMENTS: _____

The ACC will communicate primarily by email to the address listed in this application.

DATE TO START PROJECT: _____

ESTIMATED COMPLETION DATE: _____

INCOMPLETE APPLICATIONS WILL CAUSE DELAYS IN PROCESSING

I further understand and agree that no work on this modification request shall commence until written approval of the ACC has been received by the property owner. I represent and warrant that the requested modifications strictly conform to the Declaration of Covenants, Conditions, Restrictions and Guidelines for the Homeowners Association of Lake Ramsey. I further understand and agree that as the property owner, I am responsible for complying with all utility, city, and/or parish building and zoning regulations.

I further understand and agree that any costs incurred by the Lake Ramsey Homeowners Association due to a deviation from Covenants, Restrictions and Guidelines and/or from the approved architectural plan will be paid by the homeowner.

Property Owner's Signature: _____ Date: _____

Please submit this completed form and all attachments:

By email to a member of the HOA Architectural Control Committee (ACC)

OR

Hand delivered to a member of the ACC by contacting a member by phone.

ACC member contact information can be found at on the Homeowners Association page at: www.lakeramsey.com

TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE (BOARD)

If received by email, a return confirmation email will be sent to the requestor by a member of the ACC establishing the date received.

If hand delivered: DATE RECEIVED: _____

RECEIVED BY: _____

Committee Action:

_____ Approved as Submitted

_____ Disapproved.....Reason: _____

ACC COMMENTS: _____

