



Lanier Lakes

Homeowners Association, Inc.

## **ARCHITECTURAL APPROVAL**

The purpose of the Architectural Approval Process is to ensure that any additions or modifications to property maintain the appearance and property values of the community and do not unreasonably impact the rights of the surrounding neighbors who may be affected by the modification/addition.

Any improvement or addition including but not limited to, painting, fence installation, fence color, landscaping, patio covers/pergolas, home additions, pools/spas, awnings, recreational structures, etc. must first be approved through the Architectural Approval Process by the Board of Directors. Provisions regarding the process can be found in the Declaration of Protective Covenants for Lanier Lakes Subdivision. The process allows for reviewing proposed plans, as well as any City of Huntsville or Madison County requirements. The Association requires written approval on file.

The request includes the Request for Architectural Approval form and it must be submitted in its entirety, with applicable plans, in order to be considered.

If prior approval is not obtained, the owner may be asked to remove the improvement at owner's expense and may be subject to a fine.

One of the principle objectives of these procedures is to ensure that any proposed changes or additions to an owner's property do not adversely affect the appearance standards of the community. The Board of Directors urges every homeowner to abide by the Covenants and architectural review procedures to achieve this goal.

**PLEASE NOTE: THE BOARD OF DIRECTORS WILL RENDER ITS DECISION TO THE HOME OWNER REGARDING HIS/HER APPLICATION. AS ALWAYS, IF THE DECISION IS NOT IN THE HOME OWNER'S FAVOR IT CAN BE APPEALED BY A REQUEST FOR A MEETING WITH THE BOARD OF DIRECTORS.**

# ARCHITECTURAL APPROVAL PROCEDURES

PRIOR TO BEGINNING ANY EXTERIOR IMPROVEMENTS, RENOVATIONS OR MODIFICATIONS, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

1. Submit a fully completed **Request for Architectural Approval** to the Board of Directors via [mary@hughes-properties.com](mailto:mary@hughes-properties.com) or via USPS to 4910 Corporate Dr NW Suite C, Huntsville, AL 35805 describing the nature of the proposed improvement or modification, along with all appropriate supporting material identified below. The items must be scanned and emailed or the originals must be mailed. **We will no longer accept emailed pictures of the documents.**
2. If your choice is to send to the Board via USPS, please submit two sets of plans, including, where appropriate, site grading plan, lot line plan depicting existing structures as well as proposed structures, specifications, material types, landscaping plans including plant types, sizes and quantities and exterior color samples. When applicable include links to or pictures of similar improvements (i.e. pictures of a similar style fence, pergola etc.) The plot plan must show specifically what presently exists and the proposed change(s). **(Note: There is NO ENCROACHMENT of common area permitted.)**
3. The Board will review the proposed plans and generally, you will receive an **email response within thirty (30) days of receipt** of the plans by the Board of Directors. If the plans are denied, a reason for denial and/or request for alteration will be issued.
4. AFTER the Board has approved your plans, you may proceed with the improvement. At that time, the written approval from the Board of Directors may be taken to the local government entities to obtain necessary permits. One set of plans will be returned to you for your records and the Board will retain one set of plans.

**APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED CITY OR COUNTY PERMITS. OBTAINING A CITY PERMIT DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL APPROVAL. HOME OWNER IS RESPONSIBLE FOR ACQUIRING ANY CITY OR COUNTY PERMITS PERTAINING TO PROPOSED IMPROVEMENT.**

**Request for Architectural Approval**

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Description of improvement including colors and styles where appropriate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: Plot Plan     Rendering     Cross Section     Permits

Landscaping Plan     Architectural Plans Other     Engineering / Grading Plan

Anticipated start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

**NOTE: Please scan and email or send via USPS. Emailed photos of documents will no longer be accepted.**

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The Board of Directors holds final and official approval / denial responsibility for all proposed improvement plans. Approval/Denial is not official without board member signature.

This approval does not relieve applicant from obtaining the necessary building permits from the governmental agencies involved.

**Board of Directors Final Approval**

Date submitted to the board: \_\_\_\_\_

Approved

Denied

Lot #: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_

Approval with Conditions: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Director / Lanier Lakes HOA

