



## Architectural Approval Request Form

(Please be as detailed as possible, lack of information delays the process)

- ❖ Allow thirty (30) days for approval process
- ❖ All proposals **MUST** include a Site/Plot Plan with area of ***proposed change clearly marked***.
  - Contact [hmason@zionsville-in.gov](mailto:hmason@zionsville-in.gov) for plot plan.
- ❖ Homeowner is responsible for obtaining any necessary building permits
- ❖ You may apply for more than one change per form (i.e., a fence and a deck)

Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

Email: \_\_\_\_\_ Would you like a meeting with the AAC: Yes No

Please describe the change or addition you are requesting, in detail, including proposed structure, materials to be used and/or size (height) and square footage. *Attach additional paper with detailed description if space below is insufficient.*

List any required building permits. \_\_\_\_\_

As marked on your plot plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement? \_\_\_\_\_

Who will be performing the work? \_\_\_\_\_

What is the proposed start date? \_\_\_\_\_ What is the proposed completion date? \_\_\_\_\_

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home per the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

***Please ensure to follow up on your submission if you do not get an acknowledgement of receipt within 72 hours. Together we can ensure no submissions fall along the wayside.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to:**  
**Stonegate POA c/o Omni Management Services**  
**PO Box 441570. Indianapolis, IN 46244**  
**Email: [nmowery@omni-property.com](mailto:nmowery@omni-property.com)**  
**OR enter information directly into Caliber**