

## ***MSHOA Request for Architectural Approval***

Request forms (as shown below) are required for all improvements or changes including landscaping made by the homeowner. Failure to get prior approval may delay project or result in fines or penalties. Please make the description of your planned improvement project as specific as possible. Include appropriate drawings and specifications, location of house on site, dimensions of the project, list of materials, descriptions and samples of materials, color samples "paint chip", etc., and estimated completion date. If you are repainting your house (whether color is changed or not) please include the "paint chip" or color samples with the request form. If you need additional space other than below, please attach additional sheets to form. Landscaping improvements: include all changes including additions and removal regardless of the size of the project. The homeowner is responsible for all permits that may be required by the Township of Hamburg and Livingston County, and all changes must meet the zoning and planning regulations of Livingston County and Hamburg Township, and all other applicable county, state, and federal ordinances, statutes, and regulations, as well as the condominium documents for Moon Shadows on Rush Lake Condominium.

Painting; when repainting your home, whether or not a color is changed, please include color samples with Request Form; the Board may ask that you paint a 3 x 3 foot sample on your house. Landscaping, tree replacement, or new shrubbery, please indicate the type and size of the item being planted.

### **MSHOA Architectural Approval Form**

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of Improvement/Project:  Landscape  Exterior Paint  Addition  Deck  Exterior  
Other: Please Describe:

Project Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_ (not to exceed 90 days)

Items Attached:  House Plan  Plot Plan  Color Sample  Material Samples  Rendering  Roof Sample  
 Landscaping Plan  Elevation information

**Material**

**Manufacturer**

**Color**

Predominant Material: \_\_\_\_\_

Secondary Material: \_\_\_\_\_

Masonry: \_\_\_\_\_

Trim: \_\_\_\_\_

Window Trim: \_\_\_\_\_

Gutters & Downspouts: \_\_\_\_\_

Fascia: \_\_\_\_\_

Soffit: \_\_\_\_\_

Garage Doors: \_\_\_\_\_

Roof: \_\_\_\_\_

Request must be submitted at least 30 days in advance. Most projects will be approved within 30 days, however, more elaborate projects may take up to 45 days for approval. All approvals are good for 90 days. After 90 days, the homeowner must resubmit a new Architectural Request. New Project requests will only be approved when there are no other uncompleted projects. When repainting your home, whether a color is changed or not, please include color samples with Request Form; the Board may ask that you paint a 3 x 3-foot sample on your house. Landscaping, tree replacement, or new shrubbery, please indicate the type and size of the item being planted.

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions including landscape changes to my home. I acknowledge my obligation to allow sufficient time for the processing of my request. I attest that all work planned for these changes requested are reflected in this request and related drawings and spec sheets, and I also acknowledge that a final inspection will be made by the Board to ensure all work has been completed as shown in this Request.

**Note:** Any approval from Moon Shadows Architectural Committee does not relieve the homeowners from the responsibility to comply with the current ByLaws and Architectural rules. Please refer to ByLaws and Architectural Control Rules and Regulations on Website for reference. <http://www.moonshadowshoa.org/>

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

Mail form to: MSORL Association, P.O. Box 251, Pinckney, MI 48169. Attn: Architectural Committee. To expedite your request, please submit through email ([info@moonshadowshoa.org](mailto:info@moonshadowshoa.org)) as mail is not picked up daily from P.O. Box. Moon Shadows Information Hotline: 734-681-3049, and forms can be downloaded from our Website: <http://www.moonshadowshoa.org/architectural-request-form/>

Revision Level: \_\_\_\_\_ (Homeowner is requested to download updated form from website)

MSORL OFFICIAL USE ONLY

Date received: \_\_\_\_\_ Request approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Contractor Name (or person completing work): \_\_\_\_\_

Contact Method: Phone (preferred): \_\_\_\_\_ Letter: \_\_\_\_\_ Email: \_\_\_\_\_

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

Board of Directors Signatures (3 required to be valid):

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