

# Hawthorne Park Community Association, Inc.

## HOMEOWNER IMPROVEMENTS APPLICATION

Pursuant to Section 5 of the Covenants, no building, fence, wall, in-ground swimming pool, or other structure may be commenced, erected or maintained upon a lot, nor shall any exterior addition, change, or alteration be made to a structure on a lot until the plans and specifications showing the structure's nature, kind, shape, height, materials and location are submitted to and approved by the Architectural Control Committee (ACC) in writing as to the structure's harmony of external design and location in relation to surrounding structures and topography in the subdivision. Please use this Homeowner Improvements Application (the "Application") for approval when you are planning updates or modifications to your home and/or property. This information enables the ACC to serve you better by having a clear understanding of your proposed changes.

Submit this application along with all necessary attachments to: Hawthorne Park Community Association, Inc.,  
507 Airport North Office Park  
Fort Wayne, IN 46825

**OWNER (APPLICANT):** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**CONTACT INFORMATION:** Phone: \_\_\_\_\_  
Mailing Address (if different from above): \_\_\_\_\_  
Email Address: \_\_\_\_\_

**CONTRACTOR INFORMATION:** Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ESTIMATED START DATE:** \_\_\_\_\_ **ESTIMATED COMPLETION DATE:** \_\_\_\_\_

**I WOULD LIKE TO REQUEST APPROVAL FOR THE FOLLOWING IMPROVEMENT (check all that apply):**

<input type="checkbox"/>	Structure/Building	<input type="checkbox"/>	Basketball Pole/Flagpole
<input type="checkbox"/>	Fence	<input type="checkbox"/>	Outside Fireplace/Exterior Modifications
<input type="checkbox"/>	Exterior Paint/Siding/Roof	<input type="checkbox"/>	Modifications
<input type="checkbox"/>	Play Equipment	<input type="checkbox"/>	Decking or Deck Changes
<input type="checkbox"/>	Retaining Wall	<input type="checkbox"/>	In-ground Pool
<input type="checkbox"/>	Antenna/Satellite	<input type="checkbox"/>	Other: _____

\*Please Note that certain lots within the subdivision have restrictions on the construction of fences or modifications of fences. To assist the ACC in making a determination whether a proposed fence would create a sight obstruction of any lake in the subdivision, the ACC may contact neighboring property owners regarding your request.

**DESCRIPTION OF IMPROVEMENT** (including dimensions, height, length, width, depth and materials, colors, etc.):

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**ATTACH/INCLUDE THE FOLLOWING INFORMATION, AS APPLICABLE:**

- \_\_\_\_\_ A complete materials list of the project, including paint samples and/or stain color
- \_\_\_\_\_ A picture/drawing of the intended project, including sketches with dimensions, clippings, catalog illustrations, etc.
- \_\_\_\_\_ A site plan or other drawing with dimensions showing the location of the existing house and proposed structure.

## ACKNOWLEDGEMENTS OF APPLICANT:

I represent, certify, and acknowledge:

1. That I am the owner of the above-described property or an authorized agent for said owner. I understand that if the ACC approves my Application then said approval shall only be for the lot and owner identified above and is not transferrable to subsequent owners of the lot. However, upon completion of the APPROVED property change by the current lot owner, subsequent owners of the lot may continue use of a completed and unmodified property change.

2. I understand that all proposed construction must meet all applicable federal, state, and local building, zoning, and health codes. I understand that applications and payment for all required building permit(s) and approval(s) related to said federal, state, and local building, zoning, and health codes are my responsibility. Nothing herein shall be construed as a waiver or modification of any codes. I understand that BEFORE commencing any work on an approved property change I must provide the ACC with a copy of all required permits, and specifically, the county building and/or improvement location permit that was issued thereby. I understand that failure to comply with this provision shall result in the IMMEDIATE REVOCATION of ACC's approval retroactive to the date of issuance.

3. I understand that no work on this request shall commence until I have received approval from the ACC. I understand that any construction or alteration to the subject property prior to approval of the ACC is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is not yet approved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the Hawthorne Park Community Association incurs any legal fees related to my construction and/or application, I agree to reimburse the Hawthorne Park Community Association for all such legal expenses incurred.

4. I understand that any approval is contingent upon construction being completed in a neat and workmanlike manner. I understand that unless specifically stated in the written approval issued by the ACC, any approval shall expire automatically by its terms after sixty (60) days and, therefore, completion of any approved improvement must be completed within sixty (60) days of approval. I understand that any extension beyond the sixty (60) days (or other period specifically stated) or any variation from the original application must be resubmitted to the ACC for approval.

5. I understand that there are architectural requirements covered by the applicable Covenants, Conditions, and Restrictions of the Hawthorne Park Community Association. I certify that I am aware of the applicable Covenants, Conditions, and Restrictions of the Hawthorne Park Community Association. I understand that any approval shall not be considered permission to violate the applicable Covenants, Conditions, and Restrictions of the Hawthorne Park Community Association. I understand that any approved improvement must be maintained in accordance with the applicable Covenants, Conditions, and Restrictions of the Hawthorne Park Community Association. I understand that any approval does not constitute a waiver of preexisting land use violations.

6. I understand and agree that I will be responsible at MY OWN EXPENSE to correct any drainage problems to any common areas or surrounding lots that may occur as a result of this work or alteration.

7. I understand that the Hawthorne Park Community Association and the ACC, their officers, boards, and agents, assumes no liability for the approval or disapproval of any Application. I understand and agree to hold harmless and indemnify the Hawthorne Park Community Association and the ACC, their officers, boards, and agents for any injury or damages caused by the approved property change.

8. I understand that members of the ACC are permitted to make a routine inspection, and I agree to provide the ACC with reasonable access to my property during and after completion of the approved property change in order to verify compliance with any approved Application.

9. I understand and agree that these Acknowledgements of Applicant are hereby incorporated into my Application and shall be made and hereby are part of any written approval by the ACC in their entirety.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HAWTHORNE PARK COMMUNITY ASSOCIATION, INC.

## FOR ACC USE ONLY

APPLICATION NO: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

- ☐ APPROVED AS SUBMITTED
- ☐ APPROVED WITH STIPULATIONS/MODIFICATIONS
- ☐ DENIED
- ☐ DENIED-INSUFFICIENT INFORMATION

### ADDITIONAL COMMENTS OF ACC:

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All portions of the Application and the terms and conditions stated in the Acknowledgements of Applicant are made a part of and incorporated into any approval herein.

ACC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permits may be required by the following Agencies, please check with all three Departments**

**1. Allen County Building Department**

200 East Berry Street  
Suite 180 Citizen Square  
Fort Wayne, IN 46802  
(260) 449-7131 (phone)  
(260) 449-7596 (fax)  
M-F 7 am - 5:00 pm

**2. Allen County Department of Planning Services**

200 East Berry Street  
Suite 150 Citizen Square  
Fort Wayne, IN 46802  
(260) 449-7607 (phone)  
(260) 449-7682 (fax)  
M-F 8 am - 5:00 pm

**3. Allen County Health Department**

200 East Berry Street  
Suite 360 Citizen Square  
Fort Wayne, IN 46802  
(260) 449-7561 (phone)  
(260) 427-1391 (fax)  
M-F 8 am - 5 pm