

Knolls of Huntington Home Owners' Association

Application for Architectural Review of Exterior Modification or Addition Instructions

The KOHOA C&Rs, Article X requires owners to submit to the Association Board for approval all proposed exterior additions or alterations to made to their house and / or lot. In order for an Application to be considered by the Board, applications must include detailed information describing the proposed change(s) (plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials.) The information provided should include drawings or sketches noting the location of the proposed modification(s) to the property. If possible, include this information directly on a copy of the Plat of Survey.

Please make sure the application is complete. **Applications submitted without the proper information will be considered incomplete and in such cases, the 30-day review period will not commence until all required submissions have been provided.** Homeowners will be notified if their application is not considered to be complete. Other exhibits or missing information may be required to permit adequate evaluation of the proposed change(s). **Submitting an incomplete Application will result in delayed feedback about a project.**

Deliver in either hard copy or electronically, a completed original of the Application and one (1) complete set of attachments for a project to the Association Board President. If you have any questions regarding the required submissions or the application process, please seek guidance prior to submission of an Application.

Description of Project: Describe all proposed exterior improvements or alterations to your lot or home. Applicants are encouraged to make and explain “before” and “after” scenarios. Provide detailed descriptive information (plans and specifications, including sketches, photos, catalog illustrations, color swatches, etc. showing the nature, kind, shape, color, dimensions, materials, etc. about the project)

Provide the overall timeline for the project.

List all documents attached in support of the Application. Identify the descriptive information that is attached such as plans or illustrations (see above). If your project requires a permit from Naperville that has been submitted to Naperville, please attach a copy of your permit application. If a permit is required, but has not yet been submitted, please advise.

PLEASE NOTE: APPROVAL BY THE KNOLLS BOARD IS VALID ONLY FOR ONE YEAR FROM THE DATE OF THE PROJECT'S APPROVAL. PROJECTS MUST BE COMPLETED WITHIN THIS PERIOD.

Knolls of Huntington
Application for Architectural Review of Exterior Modification or Addition
Form

Please see Instructions for directions on how to complete this form.

Date: _____
Name of Homeowner(s): _____
Address of Homeowner: _____
Contact Person to discuss project: _____
Phone Number: _____
Email Address: _____

Brief description of Project: _____

When is project expected to begin? _____
When is project expected to be complete? _____

Does your project comply with City of Naperville building codes? Yes No
Does your project require a permit from Naperville? Yes No

Description of Project: _____

List all documents attached to support the Application

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

(Area below Line is for KOHHA BOARD Use Only)

Date received from homeowner: _____ Date response delivered to homeowner: _____

Project is: Approved as submitted, Approved subject to conditions as noted, Not Approved

NOTE: APPROVAL BY THE KNOLLS BOARD IS VALID ONLY FOR ONE YEAR FROM THE DATE OF APPROVAL. PROJECTS MUST BE COMPLETED WITHIN THIS PERIOD.

KOHHA Recommended changes or conditions for approval:

KOHHA Director: _____ Date: _____