



## **COMPLIANCE DOCUMENT INSTRUCTIONS**

1. Fill out the document online using your computer.
2. Print the completed document.
3. Sign the printed hard copy.
4. Submit to the Board of Directors together with a security deposit.



## CHECKLIST OF COMPLIANCE

### Instructions:

The application for approval of any construction upon or improvement to any and all properties in the Kensington Grove subdivision, must be performed by the owner or owners of said lot by completing this Checklist by supplying all information required in sections 1, 2, and 3 as follows. Together with this Checklist, each applicant must provide the following information to the Kensington Grove Homeowners Association Board of Directors (“Committee”). Each applicant must also submit to the Committee a Security Deposit in the amount corresponding with requested improvement. (Listed below)

### **1. Owner Information:**

Owners Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Section: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
                                Home            Mobile            Work EXT: \_\_\_\_\_

### **2. Construction/Improvement information**

Type of construction/improvement (new addition, pool, basketball goal, etc.):

- Home Addition       Roof Replacement       Driveway Repair       Security System  
 Sidewalk Repair       Pool                               Basketball Goal       Landscaping  
 Exterior Painting  
 Other: \_\_\_\_\_

If new room addition/deck/pergola/patio or similar, complete the following:

Number of levels above grade:

Total square footage added:

Exterior Paint color:

Brick/Stone color/style:

Shingles:

### **Description of Project**

List any required building permits (if known):

### **Contractor Information**

Who will be performing the work?

What is the proposed start date?

Does your property border a retention pond or walking trail?

**Room additions, decks, pergolas etc. – Applicant must provide detailed building plans along with improvement location marked clearly on the property plot plan.**

EST. TOTAL SECURITY DEPOSIT REQUIRED:

Basketball Goals: Must be fixed (permanent) (no temporary or rolling goals). Application for basketball goal must include image of goal/make to be installed along with placement of goal shown on property plot plan. SECURITY DEPOSIT REQUIRED: \$500

Fence: Application for fencing must include location on property plot plan along with image/material. Approved fence will be of a wrought iron style. SECURITY DEPOSIT REQUIRED: \$1000

Landscaping: Application for landscaping must include location on property plot plan along with image/material. SECURITY DEPOSIT REQUIRED: \$500

Pools: Application for pools must include location on property plot plan along with type of pool/manufacture. NO above ground pools. SECURITY DEPOSIT REQUIRED: \$2500

### 3. Request for Approval

The undersigned, owner(s) of the lot in Kensington Grove identified above, hereby states and certified that a) he/she/they is the sole owner of said lot, b) the information set forth herein is true and correct, and c) the plans and drawings identified above and submitted herewith are the only and complete plans and drawings being submitted for approval by the Committee. The undersigned represents, warrants, and agrees that all construction upon and improvement to said lot will be performed in accordance with submitted plans and drawings as finally approved by Committee. The undersigned acknowledges and understands that any changes in plans and drawings, after the approval of those submitted to the Committee, must be resubmitted to the Committee for its consideration and approval. The undersigned further agrees to abide by all of the terms, provisions, and requirements of the Guidelines, the Declaration of Covenants and Restrictions of Kensington Grove, and the plat restrictions. The undersigned hereby requests approval of the Committee of the plans and drawings identified above and submitted herewith to the Committee:

Owner(s): \_\_\_\_\_

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

Owner(s): \_\_\_\_\_

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

**All owners of record must sign this application of approval.**

### 4. Plans

	<b>Submitted</b>	<b>Approved</b>	<b>Disapproved</b>
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Project Plans

Specifications

Security Deposit

Comments:

## 5. Action by Committee

Date this checklist and all plans and drawings referred to herein were received by the Committee:

Plans and drawings are:

Approved as submitted and the Committee hereby authorize, if applicable, the issuance by the building Commissioner, in his discretion, of an improvement location permit and as building permit for the construction reflected on the plans and drawings approved by the Committee, which bear the "Approved" stamp from the Committee.

Disapproved due to being incomplete for the following reasons:

Disapproved for the following reasons:

Date of action by the Committee:

The foregoing action by the Committee is valid only when this Checklist is executed by the Committee and all plans and drawings listed herein and have been stamped "Approved" by the Committee.

Kensington Grove Architectural Control  
Committee

By:

Date: